



# Privacy policy

Version 01

DOCUMENT CONTROL

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| V01     | 20/12/2023 | Creation of policy | AW          |
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DOCUMENT APPROVAL

| Version | Approved By | Title           | Approval Date |
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| 01      | UL          | General Manager | 20/12/2023    |
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### 1.0 INTRODUCTION

This Privacy Policy applies to all personal information collected by Taskr Pty Ltd (we, us or our) via the website located at taskr.com (Website).

Taskr Pty Ltd ("Company", "we", "us" or "our") is committed to protecting your privacy. This Privacy Policy outlines how we collect, use, disclose, store, and protect your personal information when you interact with us through our website (taskr.com), SaaS platform, and related services ("Services"). This policy complies with the Privacy Act 1988 (Cth), the Australian Privacy Principles (APPs), and, where applicable, the European Union General Data Protection Regulation (GDPR).

### 2.0 WHAT INFORMATION DO WE COLLECT

The personal information we collect depends on your interaction with us, and may include:

- Name, email address, and contact details
- Login credentials and account data
- Device and technical data (e.g. IP address, browser, operating system)
- Usage and activity logs on our platform
- Any other information you voluntarily submit (e.g. via forms, surveys, or support requests)

We generally do not collect sensitive information (such as health or biometric data, racial or political views), unless specifically required and with your express consent or where authorised by law.

### 3.0 HOW WE COLLECT YOUR INFORMATION

We collect personal information:

- Directly from you when you use our website or Services
- Automatically via cookies and tracking tools
- From third-party partners or integrations, where authorised

### 4.0 WHY WE COLLECT YOUR INFORMATION

We collect and use your personal information to:

- Provide and improve our Services
- Authenticate and manage user accounts
- Ensure security and compliance with laws
- Send service-related communications and updates
- Respond to your enquiries or support requests
- Deliver relevant marketing communications (with your consent)

### 5.0 DIRECT MARKETING

By using our Services, you consent to receiving direct marketing communications from us. You may opt out at any time using the unsubscribe link or by contacting us. Sensitive personal information will not be used for marketing purposes.

## 6.0 COOKIES AND TRACKING TECHNOLOGY

We use cookies and similar technologies to:

- Maintain user sessions and security
  - Analyse website traffic and user behaviour
  - Customise and improve your experience
- You can manage cookie preferences via your browser settings.

## 7.0 DISCLOSURE OF PERSONAL INFORMATION

We may disclose your personal information to:

- Our employees, contractors, and service providers who need access to perform their roles
- Third-party vendors (e.g. AWS, analytics and communications tools) under confidentiality terms
- Legal authorities when required by law or to respond to a legal request
- Buyers or successors in case of business transfers

We strive to store and process data within Australia. However, some third-party service providers may operate overseas. In such cases, we take reasonable steps to ensure they comply with Australian privacy standards. If you explicitly request overseas transfer, we may not be responsible for third-party compliance with APPs.

## 8.0 DATA SECURITY AND STORAGE

We use technical and organisational safeguards to protect your data, including:

- Encryption at rest and in transit
- Role-based access control
- Regular audits and system monitoring

Data is retained for as long as necessary to fulfil its purpose or as required by law. Once no longer required, data is securely destroyed or de-identified.

## 9.0 ACCESS, CORRECTION AND YOUR RIGHTS

You have the right to:

- Access the personal information we hold about you
- Correct inaccurate or outdated information
- Withdraw consent to direct marketing or certain types of processing
- To exercise your rights, contact us using the details below. We may ask you to verify your identity before fulfilling your request.

If you are located in the European Union, you may have additional rights under the GDPR, including the right to data portability, to restrict or object to processing, and to lodge a complaint with a supervisory authority.

## 10.0 COMPLAINTS AND DISPUTE RESOLUTION

If you have a privacy-related complaint, please contact us. All complaints will be investigated by the company's management team. If you are not satisfied with our resolution, you may contact the Office of the Australian Information Commissioner (OAIC).

## 11.0 CHANGES TO THIS POLICY

We may update this Privacy Policy from time to time. Any changes will be posted on this page with a revised effective date.

## 12.0 CONTACT US

If you have questions, wish to access your information, or have a complaint, please contact us:

- Email: [info@taskr.com](mailto:info@taskr.com)  
Mail: Taskr Group Pty Ltd, 4/726 High Street, Armadale, VIC 3143, Australia