



# Privacy Policy

V1.0

**Prepared By:** Director  
**Prepared For:** Innumera Projects Pty Ltd

**Security Classification:** **Official**  
**Version:** 1.0

**Last Updated:** November 2025  
**Creation Date:** November 2025

Version History		
Version	Date	Notes
1.0	November 2025	Reviewed by Directors

## 1.0 Introduction

This Privacy Policy sets out the commitment of Innumera Projects Pty Ltd (the “Company,” “we,” “us,” or “our”) to protecting the privacy of your Personal Information. We are committed to complying with the Australian Privacy Principles (APPs) as set out in the *Privacy Act 1988* (Cth). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>.

## 2.0 Collection of Personal Information

### 2.1 What is Personal Information?

Personal Information is information or an opinion that identifies an individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not, and whether the information or opinion is recorded in a material form or not. Examples of Personal Information we may collect includes names, email addresses and phone numbers.

### 2.2 Kinds of Information We Collect

We may collect the following kinds of Personal Information:

- **Identity Data:** Names, date of birth, and gender.
- **Contact Data:** Postal address, email address, and telephone numbers.
- **Financial Data:** Payment card details, bank account information (where required for transactions)
- **Technical Data:** IP address, browser type, time zone setting and location, operating system and platform, and other technology on the devices you use to access our website or services.
- **Usage Data:** Information about how you use our website, products, and services.

### 2.3 How We Collect Personal Information

We collect information directly from you when you:

- Use our website ("<https://innumeraprojects.com.au>") or services.
- Complete a transaction or purchase.
- Contact us by email or phone.

## 2.4 Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

## 3.0 Use and Disclosure of Personal Information (APP 6)

### 3.1 Purpose of Use

We collect, hold, use, and disclose your Personal Information for the primary purpose of providing our products and services to you. We may also use your Personal Information for secondary purposes closely related to the primary purpose. These secondary purposes include:

- Managing our relationship with you, including billing and payment.
- Communicating with you and responding to your enquiries.
- Improving our services and understanding your needs.
- Internal record keeping, administrative, and accounting purposes.
- Compliance with our legal obligations.

### 3.2 Disclosure to Third Parties

We may disclose your Personal Information to:

- Service providers who assist us in operating our business (e.g., IT and software providers, payment processors).
- Professional advisers (e.g., lawyers, accountants).
- Government or regulatory bodies, as required by law (e.g., ATO).
- Any person or entity to whom you request that we disclose your information.

We require all third parties to respect the security of your Personal Information and treat it in accordance with the law.

## 4.0 Data Security and Quality (APP 11 & 10)

### 4.1 Data Quality

It is important to ensure that your Personal Information is up to date. We will take reasonable steps to ensure that the Personal Information we collect, use, and disclose is accurate, complete, and up-to-date.

### 4.2 Data Security

We take reasonable steps to protect your Personal Information from misuse, interference, loss, unauthorised access, modification, or disclosure. These measures include:

- Restricting access to Personal Information to authorised personnel.
- Using secure data storage systems and technology (e.g., encryption, firewalls).

When Personal Information is no longer needed for the purpose for which it was obtained, we take reasonable steps to destroy or permanently de-identify it.

## **5.0 Access and Correction (APP 12 & 13)**

### **5.1 Access**

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

Innumera Projects Pty Ltd will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information, we may require identification from you before releasing the requested information.

### **5.2 Correction**

If you find that the information we have is inaccurate, out-of-date, incomplete, or misleading, please advise us as soon as practicable so we can update our records and continue providing quality services to you.

## **6.0 Cross-Border Disclosure of Personal Information (APP 8)**

We may disclose your Personal Information to overseas recipients in order to provide our services. For example, some of our data hosting or service providers may be located in the United States.

We take reasonable steps to ensure that the overseas recipient handles your Personal Information in accordance with the APPs. By providing your Personal Information, you consent to the disclosure of your Personal Information to these overseas recipients.

## **7.0 Anonymity and Pseudonymity (APP 2)**

Wherever lawful and practicable, you have the option of not identifying yourself or using a pseudonym when dealing with us. However, in many instances, we require accurate identifying information to provide our services.

## 8.0 Contact and Complaints

If you have any queries or complaints about our Privacy Policy, wish to access or correct your Personal Information, or have a complaint about how we have handled your Personal Information, please contact our Privacy Officer:

Detail	Information
Privacy Officer	enquire@innumeraprojects.com.au

We will acknowledge your complaint in writing within 2 business days and aim to resolve the complaint within 14 business days.

If you are not satisfied with the outcome of your complaint, you may refer the matter to The Office of the Australian Information Commissioner (OAIC).

Further information on the *Privacy Act 1988* (Cth) and the APPs is available from the OAIC website: <https://www.oaic.gov.au/>

## 9.0 Policy Updates

This policy may be updated from time to time. The latest version will always be available on our website.