



PRIVACY STATEMENT

simplylogical.net's management of personal information held in 360

This document is for users and potential users of 360 who are interested to know how 360 collects and treats personal information.

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INTRODUCTION

360 – Quote & Tender Evaluation & Reporting Software (“the Software”) is owned, developed, and managed by simplylogical.net. The Software collects information from businesses and provides it to the Software’s licence-holders – primarily for procurement purposes.

simplylogical.net (“SL”) is the registered business name of Sharrowlane Pty Ltd (ABN: 84 099 636 709, ACN: 099 636 709) operating from Ngunnawal Country – Unit 11, Level 3, 161 London Circuit Canberra City ACT 2601.

SL is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how SL manages your personal information.

SL has adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which SL collects, uses, discloses, stores, secures and disposes of your personal information.



Privacy Statement

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au.

If you are located in or are a citizen of the European Union, you may have additional rights under the European Union General Data Protection Regulation (GDPR). If you are located in another jurisdiction, additional local requirements will comply.

In addition to the above, SL also complies with the Australian Spam Act 2003 (Spam Act), which deals with restrictions on sending unsolicited emails. Information about the Spam Act can be found at www.alrc.gov.au.

COLLECTION OF PERSONAL INFORMATION

“Personal information” is information or an opinion that identifies an individual.

INFORMATION COLLECTED BY SIMPLYLOGICAL.NET

SL collects information necessary for identifying businesses and their personnel and licence-holders' staff & contractors:

- Business:
 - Names (Entity Name, Business Name, and Trading Name)
 - Registered address
 - Postal address
 - Email address
 - Phone and facsimile numbers
 - Directors and contacts
 - Business identifies such as ABN, ACN, size, age, and charity status
- Directors and contacts:
 - First and last names
 - Email address
 - Phone and facsimile numbers
 - Position title

SL also collects information necessary to identify current, prospective, and previous licence-holders' staff & contractors:

- First and last names
- Email address
- Phone and facsimile numbers
- Position title
- Organisation

SL collects the information via:

- The Software
- Systems used by the Software's technical support team

SL collects the personal information above for the primary purposes of:

- Providing technical support for the Software

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- Supporting licence-holders' procurement, contract, evaluation, assessment, and similar or related business activities

SL may also use your personal information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.

INFORMATION COLLECTED IN THE SOFTWARE ON BEHALF OF OTHERS

The Software is also used to collect personal information that SL is not privy to on behalf of licence-holders. The Software's licence-holders use the Software for their own purposes using the Software's features:

- Configurable questionnaires
- Communication systems
- Evaluation and assessment systems
- Business relationship management systems

SL has physical access to this information but does not access it except when reasonably expected to do so such as providing technical support to licence-holders.

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.

With the exception of information collected in the Software on behalf of others (information SL is not privy to), SL does not collect sensitive information.

THIRD PARTIES

Where reasonable and practicable to do so, SL will collect personal information only from you, your colleagues, or the Software's licence-holders.

In some circumstances, SL may be provided with information by third parties. In such a case SL will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

DISCLOSURE OF PERSONAL INFORMATION

Your personal information will be disclosed to licence-holders of the Software for procurement, contract, evaluation, assessment, and similar or related business activities purposes.

SECURITY OF PERSONAL INFORMATION

Your personal information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.



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When your personal information is no longer needed for the purpose for which it was obtained, SL will take reasonable steps to ensure the information is no longer available to licence-holders with the exception of submitted information that must be retained by the licence-holders to fulfil their reporting obligations.

ACCESS TO YOUR PERSONAL INFORMATION

With the exception of information SL is not privy to, you may access the personal information SL holds about you and update and/or correct it.

If you wish to access your personal information that SL has collected, please contact SL via the contact details below. SL 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, SL may require identification from you before releasing the requested information.

MAINTAINING THE QUALITY OF YOUR PERSONAL INFORMATION

It is important to SL that your personal information is up to date. SL will take reasonable steps to make sure that your personal information is accurate, complete and up-to-date. If you find that the information SL has collected is not up to date or is inaccurate, please advise SL as soon as practicable so the records can be updated and SL can continue to provide quality services to you.

POLICY UPDATES

This policy may change from time to time. The up-to-date version will be published on our website.

COMPLAINTS AND ENQUIRIES

If you have any queries or complaints about our privacy policy or would like to know more about SL and the Software, SL's primary points of contact are:

Email: support@simplylogical.net

Phone: [+61 2 5100 4009](tel:+61251004009)

Website: simplylogical.net

