



General Disclaimer

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The information contained within this website is provided by Jane Gibson and is to be used as an information guideline only. Jane Gibson does not provide legal or financial advice and it is recommended that prior to engaging the services of Jane Gibson each Client seeks their own independent advice from a lawyer and accountant.

Jane Gibson takes no responsibility for any losses resulting from misinterpretations, confusions and/or misunderstandings of the information contained within this website.

Our general disclaimer incorporates, and should be read in conjunction with our privacy policy and terms and conditions.

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For clarification on any of the information posted on this website please contact the Director on 0408 475 116 or email director@janegibson.com.au



Privacy Policy

Our privacy policy incorporates, and should be read in conjunction with our general disclaimer and terms and conditions.

This privacy policy describes how Jane Gibson collects, uses and discloses personal information obtained by your use of the Site. By visiting the Site you agree with and consent to the practices described in this privacy policy. If you do not agree with this privacy policy you should immediately cease using the Site. As this policy may be updated from time to time, we encourage you to check it regularly.

Definitions

Some of the terms used in this document include;

- "Clients" means any director, shareholder, secretary, employee or representative of your organisation
- "You" and "Your" has the same meaning as "Clients"
- "Jane Gibson" or "Gibson" means Jane Gibson and any of its affiliated entities
- "We" "Us" and "Our" has the same meaning as "Jane Gibson".

Legislation

Jane Gibson conducts its business within the rules, regulations and standards imposed by government legislation such as;

- *Privacy Act 1988 (Cth)*
- *Privacy Amendment (Private Sector) Act 2000 (Cth)*
- *Privacy Amendment Act 2004 (Cth)*.

*..and the equivalent in each state.

Jane Gibson reserves the right to immediately amend, alter and/or change any company policy to comply with current, and change, in legislation and industry standards set by related governing bodies.

Personal Information

As part of Jane Gibson's business activities associated with completing your inquiry and job requests, we are required to collect, record, utilise and disclose certain personal information such as;

- Client company structure, i.e. directors, secretaries, shareholders and employees
- Third party Information, i.e. information on your;
 - o client portfolios
- Supporting documentation stored on your databases, files and online systems.

Most of the personal information is generally provided directly from you via telephone calls, faxes, emails, letters and other various correspondence.

Uses

All of the above listed information is used to better understand your needs and to provide you with a high level of service. We use your information to;

- Manage your project to completion
- Complete a transaction upon your request
- Update you on service and benefits from our company
- File and portfolio management
- Market research from Jane Gibson
- You will be given the opportunity to opt in and out at any time.

The information Jane Gibson collects will be for the sole purpose of conducting our usual business activities and completing action on any file(s) according to your specific instructions, all within the legislative guidelines.



Privacy policy cont.

Sharing of Information

Jane Gibson will not sell, rent, or lease your personally identifiable information to others. Unless we have your permission or are required by law, we will only share the personal data you provide online with other company personnel and/or business partners who are acting on our behalf for the uses described in "how we use it". Such personnel and/or business partners are governed by our privacy policies with respect to the use of this data and are bound by the appropriate confidentiality agreements.

Access to Information

We will provide all working documents to you upon request. We will make genuine efforts to respond to your requests to correct personal information in a timely manner.

Security Systems

All of our PC's are maintained by I.T specialists and are protected by numerous safeguards such as virus scanners, disabling download options, segregating client drives and password protected logins. While Jane Gibson uses precautions to safeguard our Clients' sensitive information, we take no responsibility for;

- Lost information in the referral process
- Lost files sent via facsimile, post and/or email
- Online hackers and unauthorised use via illegal access.

Once personal and sensitive information has been received from our Clients it is referenced and categorised in specific client drives. All of our files are backed up and to the best of our ability separated from illegal, unauthorised, online access.

As part of our office security and privacy policy all hard copies of files are shredded once action on the file has been completed or terminated. Any original documents supplied to us should be clearly noted and requested (in writing via email, fax or letter) to be returned once action on the file has ceased. Depending on the return delivery service, postage and handling costs may apply and are charged at our discretion.

Cookies

Cookies are pieces of information that a website transfers to your computer's hard disk for record keeping purposes. Most web browsers are set to accept cookies. Jane Gibson uses cookies to make your use of our website and services as convenient as possible. Cookies themselves do not personally identify users, although they do identify a user's browser. Cookies are amongst other things useful to determine overall traffic patterns through our website. If you do not wish to receive any cookies you may set your browser to refuse cookies.

Links to Other Websites

Links to third party web sites on the site are provided solely as a convenience to you. If you use these links, you will leave the website of Jane Gibson. We have not reviewed all of these third party sites and do not control and is not responsible for any of these sites, their content or their privacy policy. Thus, Jane Gibson does not endorse or make any representations about them, or any information, software or other products or materials found there, or any results that may be obtained from using them. If you decide to access any of the third party sites linked to this site, you do so at your own risk.

Public Forums

Jane Gibson may contain or provide links to chat rooms, message boards, news groups, and other forums. You should be aware that any information you disclose on these forums becomes public information, and may be collected and used by others. This may result, for example, in you receiving unsolicited messages from other parties. Jane Gibson does not take responsibility for these forums and consequences associated with your participation.

Contact

Contact Jane Gibson on the details listed for further information.



Terms and Conditions

Our terms and conditions incorporates, and should be read in conjunction with our general disclaimer and privacy policy.

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Eligibility & Register

Jane Gibson offers project management services to businesses, companies, firms, agencies and corporate entities (otherwise known as Clients). Clients that request or engage our services do so after reading and accepting our general terms and conditions.

Code of Conduct

Jane Gibson is subject to the *National Privacy Principles in the Privacy Act 1988 (Cth)*. Our privacy policy outlines several other laws which are adhered to in the course of our actions, however we also work by a strict internal code of conduct.

By engaging our services our Clients agree that they too are bound by the same legislation and conduct their own business activities at a high standard and according to their own professional code of conduct.

Operations & Activity

Jane Gibson provides a high ethical and moral standards throughout all activities and will not support or participate in any illegal operations.

Interests

Jane Gibson assures to inform you of any conflict of interest that may occur and will immediately suspend any and all action on the related matter(s). Jane Gibson conducts all business free of coercion, illegal activity and/or any pecuniary interest.

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Terms and conditions cont.

Contact

While Jane Gibson takes every reasonable step to keep updated records on our Clients, it is ultimately our Clients' responsibility to notify Jane Gibson of any change of details such as;

- Phone Numbers
- Email Addresses
- Postal Addresses
- Contact Persons

Any change in contact details for Jane Gibson will be advised by email to our Clients individually.

For further information contact Jane Gibson using the details listed.