

[Email](#)

If personal information (that is, information about you as an individual) is contained in a contract that you upload then we will endeavour to delete the personal information as soon as possible. We will never use that information to contact you and will not transfer it to anyone else for any reason.

The rest of this statement only applies to personal information which you give us in some other form (for example in an email). We will use that sort of personal information for the purposes for which you provided it to us or for any other purpose that you would reasonably expect.

We may hold any personal information that you do send us in either electronic or hard copy form. We take reasonable steps to protect your personal information from misuse, interference and loss, as well as unauthorised access, modification or disclosure and we use a number of physical, administrative, personnel and technical measures to protect your personal information. For example, we conduct all file uploads using a SSL connection, 2048 bit encryption.

We may disclose any personal information that you provide to us to cloud service providers located in the USA and Australia.

You can access the personal information we hold about you by contacting us at [info@contractprobe.com](mailto:info@contractprobe.com). Sometimes, we may not be able to provide you with access to all of your personal information and, where this is the case, we will tell you why. We may also need to verify your identity when you request your personal information.

If you think that any personal information we hold about you is inaccurate, please contact us and we will take reasonable steps to ensure that it is corrected.

If you think we have breached any privacy legislation that governs us, or you wish to make a complaint about the way we have handled your personal information, you can contact us using the details set out above. Please include your name, email address and/or telephone number and clearly describe your complaint. We will acknowledge your complaint and respond to you regarding your complaint within a reasonable period of time. If you think that we have failed to resolve the complaint satisfactorily, we will provide you with information about the further steps you can take.

To the extent that ContractProbe Pty Ltd is required to have a Privacy Policy, this statement is intended to stand as that policy.

**Date: 7 February 2020**