**Avery OKane Associates Pty Ltd (AOK) Data Privacy Policy**

This privacy policy sets out how AOK collects and processes the personal data of visitors to our website. AOK handles a small amount of personal data and does so in compliance with the provisions of the Australian Privacy Act 1988 in accordance with the 13 Australian Privacy Principles (APPs).

**Data Collection and Processing**

AOK may collect and process the following personal data:

* Identity data (first and last name)
* Contact data (address, phone, email, social media handle)
* Technical data (such as IP address, geolocation - see comments below)
* ~~Communications preference concerning AOK Newsletters via MailChimp~~

You may share personal data with AOK through multiple means including: visiting the AOK website ~~or Facebook page~~, messaging or directly contacting AOK.

**Cookies**

As is common practice with almost all professional websites, this site uses cookies, which are tiny files containing text data that are downloaded to your computer when you visit our website. For more general information on cookies, see the Wikipedia article <https://en.wikipedia.org/wiki/HTTP_cookie>.

**Disabling Cookies**

You can prevent the setting of cookies by adjusting the settings on your browser (see your browser Help for how to do this). Be aware that disabling cookies may affect the functionality of this and many other websites that you visit. For more information about cookies and instructions on how to adjust your browser settings to restrict or disable cookies, please see <https://ico.org.uk/for-the-public/online/cookies/> .

**Google Analytics**

AOK uses Google Analytics (GA), which is one of the most widespread and trusted analytics solution on the web, to help us to understand how you use the site and ways that we can improve your experience. These cookies may track things such as how long you spend on the site and the pages that you visit so we can continue to produce engaging content.

Although GA records data such as your geographical location, device, internet browser and operating system, none of this information personally identifies you to AOK. GA also records your computer’s IP address, which could be used to personally identify you, but Google does not grant us access to this information. We consider Google to be a third-party data processor. For more information on Google Analytics cookies, see the official Google Analytics page and the Google Analytics Privacy Policy.

**Using Personal Data**

As an individual, the Australian Privacy Act gives you control over the way that your personal information is handled. The Privacy Act allows you to:

* know why your personal information is being collected, how it will be used and who it will be disclosed to
* have the option of not identifying yourself, or of using a pseudonym in certain circumstances
* ask for access to your personal information (including your health information)
* stop receiving unwanted direct marketing
* ask for your personal information that is incorrect to be corrected
* make a complaint about an organisation or agency the Privacy Act covers, if you think they’ve mishandled your personal information.

If you would like to exercise any of the above rights, or contact us on a personal data issue, please email us at christa@aok-associates.com.

**Sharing Data or Changing Purpose**

We will only use your personal data for the purposes for which we collected it. We will never sell your data to a third party.

**Embedded Content and Third-Party Websites**

Some of the content on our website ~~and on the AOK e-newsletter~~ may contain links to third-party websites which are outside our control and are not covered by this Privacy Policy. ~~This includes, but is not limited to, YouTube or Vimeo for hosted videos and Facebook for hosted photographs or pages of other organisations. When you visit a page containing content from one of these sites a cookie may be set.~~ AOK is not responsible for the privacy policies or practices of these third-party websites and you should check the relevant third party website for more information about these.

**Amendments**

AOK may make changes to this privacy statement from time to time by updating this page.

**Version Control:**

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| **Author/Updated by** | **Update:** | **Vetted:** |
| Christa Avery | January, 2020 | Matthew O’Kane |
| Matthew O’Kane | March, 2024 | Christa Avery |