

Intian Privacy Policy

Intian Pty Ltd (ABN 80 674 535 374) ("**we**", "**us**" or the "**Company**") is committed to privacy protection. At intian.com.au ("**this site**"), we understand the importance of keeping personal information private and secure. This privacy policy ("**Privacy Policy**") describes generally how we manage personal information and safeguard privacy. If you would like more information, please don't hesitate to contact us.

We care about your privacy:

At Intian, we are committed to protecting your personal information. We use industry-standard security measures to ensure your data is safe and accessed only by authorised personnel. Your privacy is important to us, and we strictly follow all relevant privacy laws and regulations to keep your information secure.

The Australian Privacy Principles

We will treat all personal information in accordance with any and all obligations that are binding upon us under the *Privacy Act 1988* (Cth) ("**Privacy Act**"). The Privacy Act lays down 13 key principles in relation to the collection and treatment of personal information, which are called the "Australian Privacy Principles".

What is "personal information"?

Personal information held by the Company may include:

- name, email address, phone number and business contact details;
- job title and employer/organisation name;
- information provided during account registration and subscription;
- survey responses regarding work activities and time allocation;
- salary or remuneration information (where provided by your employer);
- preferences and password for using this site; and
- computer and connection information, including IP addresses.

How we may collect your personal information

At this site, we only collect personal information that is necessary for us to conduct our business as a workforce capability and strategy analysis software provider, which includes (without limitation) enabling users to:

- learn more about our workforce analysis services;
- access and use the Intian software platform;
- complete employee surveys regarding work activities;
- access analysis, reports and recommendations generated by the software; and
- contact us directly.

Information that you provide to us

We may collect personal information that you provide to us about yourself when you:

- use this site, including when you create an account or complete surveys;
- complete an online contact form;
- subscribe to our newsletter or marketing communications; or

- send us an email or other communication.

Information provided by your employer

If you are an employee invited to complete a survey through our platform, your employer may provide us with your name, email address, job title, and other work-related information for the purpose of issuing and analysing surveys. Your employer is responsible for ensuring they have obtained any necessary consents before providing your information to us.

IP addresses

This site may also collect Internet Protocol (**IP**) addresses. IP addresses are assigned to computers on the internet to uniquely identify them within the global network. The Company collects and manages IP addresses as part of the service of providing internet session management and for security purposes. The Company may also collect and use web log, computer and connection information for security purposes and to help prevent and detect any misuse of, or fraudulent activities involving, this site.

Cookies

This site uses "cookies" to help personalise your online experience. A cookie is a text file or a packet of information that is placed on your hard disk by a web page server to identify and interact more effectively with your computer. There are two types of cookies that may be used at this site: a persistent cookie and a session cookie. A persistent cookie is entered by your web browser into the "Cookies" folder on your computer and remains in that folder after you close your browser, and may be used by your browser on subsequent visits to this site. A session cookie is held temporarily in your computer's memory and disappears after you close your browser or shut down your computer.

Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you. In some cases, cookies may collect and store personal information about you. The Company extends the same privacy protection to your personal information, whether gathered via cookies or from other sources.

You can configure your internet browser to accept all cookies, reject all cookies or notify you when a cookie is sent. Please refer to your internet browser's instructions to learn more about these functions. Most web browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of this site.

Why we use cookies

This site uses cookies in order to:

- remember your preferences for using this site;
- manage the signup and login process when you create or access your account;
- recognise you as logged in while you remain so, avoiding your having to log in again every time you visit a new page;
- show relevant notifications to you; and
- remember details of data that you choose to submit to us.

Many of these cookies are removed or cleared when you log out but some may remain so that your preferences are remembered for future sessions.

Third party cookies

In some cases, third parties may place cookies through this site. For example:

- Google Analytics may use cookies to collect de-identified data about how long users spend on this site and the pages that they visit; and
- third party social media applications may use cookies in order to facilitate various social media buttons and/or plugins on this site.

How we may use your personal information

Your personal information may be used in order to:

- verify your identity and manage your account;
- provide you with access to the software and services;
- process and analyse survey responses;
- generate reports, analysis and recommendations;
- respond to any queries or feedback that you may have;
- prevent and detect any misuse of, or fraudulent activities involving, this site;
- conduct research and development in respect of our services;
- gain an understanding of your needs in order for us to improve our services;
- process payments via Stripe or other third-party payment provider; and
- maintain and develop our business systems and infrastructure.

Anonymised data and benchmarking

We may use anonymised and de-identified data derived from your use of the software to create aggregated industry benchmarks and to improve our services. This anonymised data cannot be used to identify you or any individual employee. By using our services, you consent to our use of anonymised data for these purposes.

AI-generated analysis

Our software uses artificial intelligence and automated classification systems to analyse survey data and generate reports and recommendations. Your data may be processed by our AI system for the purpose of providing the services.

Marketing communications

From time to time we may email our customers (being organisations that subscribe to our services) with news, information and offers relating to our services. We will not use employee personal information collected through surveys to send marketing or promotional communications directly to employees. If you would prefer not to receive promotional or other material from us, please let us know and we will respect your request. You can unsubscribe from such communications at any time.

When we may disclose your personal information

For the purposes set out above, the Company may disclose your personal information to organisations outside the Company. Your personal information may be disclosed to these organisations only in relation to this site and our services, and the Company takes reasonable steps to ensure that these organisations are bound by confidentiality and privacy obligations in relation to the protection of your personal information. These organisations may carry out or provide:

- cloud hosting and data storage services (Amazon Web Services);
- email delivery services (SendGrid);
- payment processing services (Stripe);
- software development and maintenance services;
- customer support functions;
- information technology services; and
- website and business analytics.

In addition, we may disclose your personal information to:

- your employer (where you are an employee completing surveys through our platform);
- your authorised representatives or legal advisers (when requested by you to do so);
- our professional advisers, including our accountants, auditors and lawyers;

- government and regulatory authorities and other organisations, as required or authorised by law; and
- organisations who manage our business strategies, including those involved in a transfer or sale of all or part of our assets or business.

Overseas disclosure

Your personal information may be stored and processed on servers located outside of Australia. In particular, we use Amazon Web Services (AWS) for cloud hosting in the AP-southeast-2 region. While this region is primarily based in Sydney, Australia, data may also be stored or processed in other AWS data centres within the Asia-Pacific region.

We also use SendGrid for email delivery and Stripe for payment processing, which may process your information in the USA.

In accordance with Australian Privacy Principle 8, we take reasonable steps to ensure that overseas recipients of your personal information do not breach the Australian Privacy Principles. However, you acknowledge that by providing your personal information to us, you consent to the disclosure of your personal information to overseas recipients.

Data we do not collect

We do not collect or store the following types of information through our platform:

- Tax File Numbers (TFNs);
- credit card details (payments are processed securely through Stripe or other third-party payment providers);
- bank account details; and
- sensitive information as defined in the Privacy Act (such as health information, racial or ethnic origin, political opinions, religious beliefs, or sexual orientation).

You must not upload any of the above types of information to our platform.

Contacting us about privacy

If you would like more information about the way we manage personal information that we hold about you, or are concerned that we may have breached your privacy, please contact us by email at support@intian.com.au.

Access to your personal information

In most cases, you may have access to personal information that we hold about you. We will handle requests for access to your personal information in accordance with the Australian Privacy Principles. All requests for access to your personal information must be directed to us by email or in writing. We will deal with all requests for access to personal information as quickly as possible.

In some cases, we may refuse to give you access to personal information that we hold about you. This may include circumstances where giving you access would be unlawful, have an unreasonable impact on another person's privacy, or prejudice an investigation of unlawful activity. If we refuse to give you access, we will provide you with reasons for our refusal.

Correcting your personal information

We will amend any personal information about you that is held by us and that is inaccurate, incomplete or out of date if you request us to do so. If we disagree with your view about the accuracy, completeness or currency of a record of your personal information that is held by us, and you ask us to associate with that record a statement that you have a contrary view, we will take reasonable steps to do so.

Complaints

If you have a complaint in respect of this Privacy Policy, please contact us using the details set out above. We aim to respond to all complaints within 10 business days.

Storage and security of your personal information

We are committed to maintaining the confidentiality of the information that you provide us and we will take all reasonable precautions to protect your personal information from unauthorised use or alteration. In our business, personal information is stored electronically on our computer systems and with our cloud hosting provider.

We implement appropriate technical and organisational security measures, including encryption, firewalls, access controls, and password protection, to protect your personal information.

Data retention

We will retain your personal information for as long as your account is active or as needed to provide you with our services. We will retain certain records as required by law, including tax and business records that we are legally obliged to keep. If you close your account, we may delete your other personal information at our discretion, except where we are required by law to retain it or where retention is necessary to resolve disputes or enforce our agreements.

Data breaches

We take the security of your personal information seriously. In the event of a data breach, we are committed to responding promptly and in accordance with our obligations under the Privacy Act. We will take appropriate steps to contain and assess any suspected breach, and will notify affected individuals and the Office of the Australian Information Commissioner as required by law.

Third party websites

You may click through to third party websites from this site, in which case we recommend that you refer to the privacy statement of the websites you visit. This Privacy Policy applies to this site only and the Company assumes no responsibility for the content or privacy practices of any third party websites.

Changes to this Privacy Policy

From time to time, it may be necessary for us to revise this Privacy Policy. Any changes will be in accordance with any applicable requirements under the Privacy Act and the Australian Privacy Principles. We may notify you about changes to this Privacy Policy by posting an updated version on this site.

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If you require any further information about the Privacy Act and the Australian Privacy Principles, you can visit the Office of the Australian Information Commissioner website at www.oaic.gov.au.

Document Version Information

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