### **Privacy Policy**

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### The Importance of Privacy

Astroglide Pty Ltd ("Astroglide") treats your privacy seriously. Our Company has a policy of strict compliance with the National Privacy Principles and the Privacy Act 1988.

This policy statement details how we manage your personal information in our business.

#### Your personal information

From time to time when you place online orders or request samples, Astroglide may collect your name, address and other contact details. We may also collect information about your use of our products and any preferences you may have. We will send you Astroglide email Newsletters (through MailChimp or other means) always with an opt-out.

#### Why we collect personal information

Astroglide collects and collates personal information about our customers to assist us in meeting their lifestyle needs and to assist our internal operations, including our accounting and marketing systems. Please contact us if you believe your personal details require updating at any time.

#### How we collect your personal information

We collect your personal information directly from you and only with your consent.

From time to time we update your personal information when you contact us or when you are ordering further products. We store your personal information in our computer storage system, which is password protected and secure.

## Disclosure of your personal information

We undertake to not allow third parties to use your personal information for their benefit. In other words, we **do not** rent, lease or sell our mailing list.

If you do not wish to receive marketing information from us at any time, please contact us and we will note your preference on our computer system.

# Your right to access your personal information

If you ever wish to view the personal information we hold on you, all you need to do is let us have a written request, confirming your identification and we will be happy to provide it.

# Further questions about our privacy policy

If you have any questions about the privacy and security of our website, please contact the Privacy Officer at Astroglide Pty Ltd PO Box 603 Mosman 2088 Email: <a href="mailto:nicholas@astroglideaustralia.com">nicholas@astroglideaustralia.com</a>