

Data Protection Policy

Purpose

invisive is a Queensland based, Infrastructure & Security Services business focused on the design and implementation of solutions for the Hybrid Cloud. We pride ourselves on delivering market leading consulting and implementation services that focus on the needs of our clients, ensuring the right outcomes are achieved.

This policy sets out the guidelines for the collection, use, and protection of personal data in accordance with relevant laws and regulations.

SCOPE

This policy applies to all **invisive** employees, contractors, and third parties who handle personal data on behalf of the organisation.

Definition of Personal Data

Personal data refers to any information that can be used to identify an individual, such as name, address, email address, phone number, and date of birth.

Collection of Personal Data

invisive will only collect personal data that is necessary for the purposes of our business, and **invisive** will only collect personal data with the individual's knowledge and consent. **invisive** will inform individuals of the purposes for which their personal data will be collected and used, and **invisive** will obtain their consent before collecting or using their personal data.

Use of Personal Data

invisive will only use personal data for the purposes for which it was collected, and **invisive** will not use personal data for any other purposes without the individual's consent. **invisive** will take reasonable steps to ensure that personal data is accurate, up-to-date, and relevant for the purposes for which it is used.

Protection of Personal Data

invisive will take reasonable steps to protect personal data from unauthorized access, use, disclosure, or destruction. **invisive** will implement appropriate technical, physical, and organizational measures to secure personal data, and we will regularly review and update these measures as necessary.

Disclosure of Personal Data

invisive will only disclose personal data to third parties if it is necessary for the purposes for which it was collected, or if we are required to do so by law. **invisive** will take reasonable

steps to ensure that any third parties that we disclose personal data to are committed to protecting the privacy of individuals and are compliant with relevant laws and regulations.

Access to Personal Data

Individuals have the right to request access to their personal data, and to request corrections or deletions of their personal data if it is inaccurate or has been processed in violation of relevant laws or regulations. **invisive** will provide individuals with access to their personal data upon request, and we will take reasonable steps to correct or delete personal data as necessary.

COMPLAINTS

If an individual has any concerns or complaints about the collection, use, or protection of their personal data, they may contact us using the contact information provided below. We will investigate any complaints and take appropriate action to address them.

Contact Information:

- admin@invisive.com.au
- +61 7 3185 3953 / 1300 468 473 / 1800 468 473