

## VII CORPORATE GIFT CARD

### SERVICES PRIVACY AND SECURITY NOTICE

#### 1. Privacy Notice

Safeguarding your personal business contact and company information is important to Vii Corporate, a division of Vii Pty Limited (ABN 83 619 963 263) (“Vii Corporate”, “we” or “us”). Vii Corporate Privacy Pledge is that information provided to us by you will only be used in relation to Vii Corporate Gift Card Services and the provision of those services to you and your company. We are fully committed to protecting your privacy and complying with the Privacy Act 1988 (Cth) and all other applicable privacy laws.

Vii Corporate provides the Vii Corporate Gift Card Service and associated services to you and your organisation in an agency capacity acting on behalf of various organisations that own and manage Gift Card and stored value programs. In order to do this, Vii Corporate, Vii Pty Limited and any related bodies corporate are required to collect your personal business contact and company information (such as your name, address, contact details and order information) when you use the Vii Corporate Gift Card Service or otherwise deal with us in relation to your corporate Gift Card orders and requirements.

#### 2. Disclosure of information

To deliver and manage the Vii Corporate Gift Card Services, your information may be shared with members of the Vii Corporate Gift Card portfolio that own and manage Gift Card and stored value programs and business partners who assist to deliver the Vii Corporate Gift Card Service, such as IT contractors, delivery companies, and call centres. These disclosures to business partners will be protected by commercial agreements.

#### 3. Use of information

Vii Corporate, including other divisions of Vii Pty Limited, and Vii Corporate Gift Card portfolio partners may use your information to advise you of special offers or promotions. We may provide statistical information about sales, trading patterns and navigation techniques to reputable third parties. This will simply comprise data collected about you and other users to form aggregate results. It will not include any direct information that identifies you as our customer.

We will not share information collected in relation to the Vii Corporate Gift Card Services with any other businesses for marketing purposes. If you do not want to receive marketing information or offers from Vii Corporate please call us on 1300 554 268

#### 4. Information Security

Once registered with Vii Corporate Gift Card Services, your personal business contact and company information is stored in a safe and secure environment. When you place a Gift Card order with Vii Corporate Gift Card Services, it is sent to or accessed by our Gift Card portfolio members and supplier partners in an encrypted / secure form using Secure Sockets Layer (SSL) technology. SSL is the system and technology used by all reputable e-commerce websites. The industry standard for

encryption technology, SSL is compatible with Netscape, Internet Explorer, AOL, Web TV and most other browsers

#### 5. Logins, Usernames and Passwords

When you register, sign up and login to the Vii Corporate Gift Card Service that is provided at [www.giftcardrewards.com.au](http://www.giftcardrewards.com.au) and utilise any service that we may offer on this website, the information collected is compared with the details we stored when you first registered with us for that service

When submitting any feedback or questions to Vii Corporate via email, it is very important that you do not include or disclose any details that could be used by others to gain access to your personal business contact and company information. This includes your login details consisting of your username and password

Please make sure you store your Vii Corporate Gift Card Services login information (username and password) in a secure location

#### 6. Third party websites

The Vii Corporate website ([www.giftcardrewards.com.au](http://www.giftcardrewards.com.au)) contains links to other websites. Whilst we endeavour to link only to websites that share Vii Corporates standards and respect for privacy, we are not responsible for the privacy practices of third parties or the content of other websites where you may provide your personal business contact and company information.

#### 7. Cookies

Cookies are alphanumeric identifiers that a web site can send to your browser, which may then be stored on your hard drive, so you can be recognised when you return.

Cookies are used on this web site to monitor the traffic to the site. They are used to count the number of visitors to each page and to track the path visitors take to navigate this web site. No personal business contact and company information is collected during this process. Our cookies don't send us back any information about your computer or any other information on your hard drive nor are they used to track your internet activity once you leave

All online services that we offer use cookies as part of the sign in process. They are used to store a session ID that assists us to deliver information to you as part of the relevant service.

#### 8. Web site security

We use high security levels for our online services. We use security levels which are standard for Internet banking and large scale e-commerce sites. Encryption is the standard way of protecting your information as it is transmitted between you and us. This involves converting the information into an unreadable code using a "key" (and also de-coding it using this "key"). The longer the key, the more difficult it is for others to break the encrypted code.

## 9. Changes to Policies and Procedures

Any changes to our information collection policies and procedures will be posted on this page. By using the Vii Corporate website ([www.giftcardrewards.com.au](http://www.giftcardrewards.com.au)) you are consenting to the collection of information by Vii Corporate Vii Corporates privacy and security policies and procedures will be reviewed in line with customer requirements and legislative changes over time. If appropriate and required they may be updated

## 10. Need more information?

If you wish to access or update your personal business contact and company information that is held with Vii Corporate in relation to the Vii Corporate Gift Card Service, or if you have any questions about this notice, please contact the Vii Corporate team.

Phone: 1300 554 268

Mail: PO Box 12189, A'Beckett Street, VIC, 8006

Email: [viicorporate@vii.com.au](mailto:viicorporate@vii.com.au)