

PRIVACY POLICY

Silent Keyboard Virtual Assistant considers the privacy of our website users to be very important. We want you to feel secure when interacting with our site and confident that we are committed to maintaining your privacy.

What personal information do we collect?

Silent Keyboard may collect basic contact information such as name, address, e-mail address, demographic data, and telephone numbers when you contact us.

By visiting our website, you consent to us collecting information and using it, in accordance with this Privacy Policy.

We may use or disclose personal information for a number of purposes, including:

- providing services or information you request from us;
- compiling aggregate statistics on the use of our web site; to help us identify ways to improve it;
- following up on questions and other messages that users submit to us through our web site;
- direct marketing activities;
- contacting and recruiting individuals who submit resumes through our web site.

Sharing of your personal information

Silent Keyboard may occasionally hire other companies to provide services on our behalf.

Those companies will be permitted to obtain only the personal information they need to deliver the service.

We take reasonable steps to ensure that these organisations are bound by confidentiality and privacy obligations in relation to the protection of your personal information.

Why do we collect, hold, use and disclose personal information?

For each visitor to reach the site, we collect the following non-personally identifiable information, including but not limited to browser type, version and language, operating system, pages viewed while browsing the Site, page access times and referring website address.

This collected information is used solely internally for the purpose of gauging visitor traffic, trends and delivering personalised content to you while you are at the Silent Keyboard website.

From time to time, we may use customer information for new, unanticipated uses not previously disclosed in our privacy notice.

If our information practices change at some time in the future we will use, for these new purposes only, data collected from the time of the policy change forward to adhere to our updated practices.

How can you inquire about, access and correct your personal information?

You are entitled to know what information we hold about you, to have access to that information and ask for it to be corrected if it is inaccurate. To make any changes please email us at vicki@silentkeyboard.com.au

What about data security?

Silent Keyboard makes reasonable efforts to prevent unauthorised access to personal information, maintain data accuracy and ensure appropriate use of any personal information.

However, you acknowledge that the internet is inherently insecure, and we cannot prevent and are not responsible for, interception or "hacking" of information transmitted through this Site by unauthorised third parties.

Policy last updated May 2020. Should we update, amend or make any changes to our privacy policy, those changes will be posted here.