



NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) Privacy Policy

At Netcombe Pty Ltd, we respect your privacy. We want to ensure that you get the information, content, and experiences that matter most to you. NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) is committed to protecting the privacy of its visitors, members, customers, volunteers, and other contacts.

Scope

This privacy policy applies to all personal data processed by full-time and part-time employees, volunteers when acting on behalf of NETCOMBE PTY LTD (WORKHAB INTERNATIONAL), contractors and partners doing business on behalf of NETCOMBE PTY LTD (WORKHAB INTERNATIONAL), as well as all legal entities, all operating locations in all countries, and all business processes conducted by NETCOMBE PTY LTD (WORKHAB INTERNATIONAL).

What information do we collect?

NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) collects the following personal data in line with the use purposes explained in a subsequent section:

- - Your name and contact details
- - Date of birth
- - Online profile data/usage
- - Education and professional information
- - Communication information including NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) Online Support and Contact Center communications
- - Purchasing and payment information
- - Registration and participation in NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) events and activities
- - Subscription preferences
- - Information about the device(s) you use
- - Information about service usage
- - Cookies
- - Authentication data
- - Location information
- - Other information you upload or provide to us

How do we use your information?

NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) uses (and, where specified, shares) your personal information for the following purposes:

To process transactions. NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) uses personal information such as name, physical address, telephone number, email address, and company/institution to engage in interactions with you, including contacting you about your

order, donation, subscription, event participation, or membership. We use financial/credit card and payment information to process your order and may need to share some of this information with delivery services, credit card clearing houses, and other third parties to complete the transaction.

To provide support or other services.

NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) may use your personal information to provide you with support or other services that you have ordered or requested. NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) may also use your personal information to respond directly to your requests for information, including registrations for newsletters, webinars, or other specific requests, or pass your contact information to the appropriate NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) distributor or reseller for further follow-up related to your interests.

To provide information based on your needs and respond to your requests.

NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) may use your personal information to provide you with notices of new product releases and service developments.

To provide online forums and social networks.

Some services available on the websites permit you to participate in interactive discussions, post comments, opportunities, or other content to a bulletin board or exchange, or otherwise engage in networking activities. Some of these services are moderated; all may be accessed for technical reasons (for example, for improvements or fixes). NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) does not control the content that users post to these forums or social networks. You should carefully consider whether you wish to submit personal information to these forums or social networks and tailor any content you submit appropriately and in accordance with the relevant terms of use. You should also review any additional terms and conditions that may govern your use of these services, including terms related to sharing your personal information and receiving communications.

To administer products.

NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) may contact you if you purchase products to confirm certain information about your order (for example, that you did not experience problems in the download process). We may also use this information to confirm compliance with licensing and other terms of use and may share it with your company/institution.

To select content, improve quality, and facilitate use of the websites.

NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) may use your personal information, including the information gathered as a result of site navigation and electronic protocols and cookies (including third-party cookies), to help create and personalize website content, improve website quality, track marketing campaign responsiveness, evaluate page response rates, conduct usability testing, and facilitate your use of the websites (for example, to facilitate navigation and the login process, avoid duplicate data entry, enhance security, keep track of shopping cart additions, and preserve order information between sessions).

To serve personalized advertising to you.

We don't share your information with advertisers without your consent. We allow advertisers to choose the characteristics of users who will see their advertisements, and we may use any of the non-personally-identifiable attributes we have collected to select the appropriate audience for those advertisements. When you click on or otherwise interact with an advertisement, there is a possibility that the advertiser may place a cookie in your browser and that your attributes meet the criteria the advertiser selected.

To assess usage of NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) products and services.

NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) may track your usage of NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) products and services (e.g., NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) explore to determine your level of usage, and those usage statistics may be made available to NETCOMBE PTY LTD (WORKHAB INTERNATIONAL)'s content licensors and your company/institution.

To communicate with you about a meeting, conference, or event.

We may communicate with you about a meeting, conference, or event hosted or co-sponsored by NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) or one of our business associates. This may include information about the event's content, event logistics, payment, updates, and additional information related to the event. Information you provide when registering for or participating in a conference managed or co-sponsored by parties, other than or in addition to NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) may be shared with those parties, and the treatment of such information is further subject to the privacy policies of those parties. NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) and its conference co-sponsors may contact you after the event about the event, subsequent iterations of the event and related events. Please note that NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) conference, meeting or event organizers, co-sponsors, exhibitors, and other third parties may directly request your personal information at their conference booths or presentations. Providing your information to them is optional, and you should review their privacy policies to address your particular needs and concerns about how they will treat your personal information.

To document standards development participation.

If you are a participant in NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) standards development, NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) uses your personal information to comply with policies and procedures, legal and accreditation requirements, and evaluation of patent claims by patent offices. NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) must capture your personal data for these purposes and provides information about activities related to standards development groups in which you participate. NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) standards development participation is documented through various methods, e.g., rosters, submission documents, email reflectors, records of meeting attendance, responses to ballots, publicly available participation lists, and declaration of affiliations.

To assist in your participation in NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) activities.

NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) will communicate with you, if you are participating in certain NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) activities such as NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) conferences, authoring or reviewing an NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) periodical article, or NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) humanitarian activities. NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) may send you information such as newsletters related to those activities.

To update you on relevant NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) benefits, programs, and opportunities.

NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) may communicate with you regarding relevant NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) benefits, programs, and opportunities available to you, through your membership(s) with NETCOMBE PTY LTD (WORKHAB INTERNATIONAL).

To engage with third parties.

NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) may share your personal data with third parties in connection with services that these individuals or entities perform for or with NETCOMBE PTY LTD (WORKHAB INTERNATIONAL). These third parties are restricted from using this data in any way other than to provide services for NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) or for the collaboration in which they and NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) are contractually engaged (for example, hosting an NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) database or engaging in data processing on NETCOMBE PTY LTD (WORKHAB INTERNATIONAL)'s behalf, or mailing you information that you requested). These third parties are carefully selected by NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) and obligated to keep your data secure. From time to time, we may also share your information with third parties whom we think might provide content, products, or services of interest to you.

To protect NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) content and services.

We may use your information to prevent potentially illegal activities and to enforce our terms and conditions. We also use a variety of technological systems to detect and address anomalous activity and to screen content to prevent abuse, such as spam. These efforts may, on occasion, result in a temporary or permanent suspension or termination of some functions for some users.

To get feedback or input from you.

In order to deliver products and services of most interest to our customers, from time to time, we may ask members, customers, volunteers, and website visitors to provide us input and feedback (for example through surveys, usability studies, focus groups).

To protect NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) information assets as well as your own personal data.

The NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) Information Security Program protects the confidentiality, integrity, and availability of NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) information assets by following a risk management approach based on policies, standards, guidelines, and procedures to meet security objectives while supporting business and operational goals.

How can you control your information?

You can control the information we have about you and how we use it in several ways.

- - If you are a registered user, you can review, revise, and correct the personal data that you have provided to NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) via your profile in the WorkHab website or on the FCEase Admin page
- - Use the unsubscribe method provided in our various communications

Personal data about minors and children

NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) does not knowingly collect data from or about children under 16 without the permission of parent(s)/guardian(s). If we learn that we have collected personal information from a child under 16, we will delete that information as quickly as possible. If you believe that we might have any information from or about a child under age 16, please contact us.

How will you know if the Privacy Policy is changed?

NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) may update its Privacy Policy from time to time. If we make any material changes we will notify you by email if you have an NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) Account, or by means of a notice on this website prior to the change becoming effective. We encourage you to periodically review this page for the latest information on our privacy practices.

Technical and regulatory information

Logging practices

NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) automatically records the Internet Protocol (IP) addresses of visitors. The IP address is a unique number assigned to every computer on the internet. Generally, an IP address changes each time you connect to the internet (it is a "dynamic" address). Note, however, that if you have a broadband connection, depending on your individual circumstance, the IP address that we collect may contain information that could be deemed identifiable. This is because, with some broadband connections, your IP address doesn't change (it is "static") and could be associated with your personal computer.

As well as recording the IP addresses of users, NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) may also keep track of sites that users visited immediately prior to visiting NETCOMBE PTY LTD (WORKHAB INTERNATIONAL)'s website and the search terms they used to find it. We keep track of the pages visited on NETCOMBE PTY LTD (WORKHAB INTERNATIONAL)'s website, the amount of time spent on those pages and the types of

searches done on them. Your searches remain confidential and anonymous. NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) uses this information only for statistical purposes to find out which pages users find most useful and to improve the website.

NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) also captures and stores information that you transmit. This may include:

- Browser/Device type/version
- Operating system used
- Media Access Control (MAC) address
- Date and time of the server request
- Volume of data transferred

External links behavior

Some of NETCOMBE PTY LTD (WORKHAB INTERNATIONAL)'s websites link to other sites created and maintained by other public- and/or private-sector organizations. NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) provides these links solely for your information and convenience. When you transfer to an outside website, you are leaving the NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) domain, and WorkHab International information management policies no longer apply. NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) encourages you to read the privacy statement of each external website that you visit before you provide any personal data.

Cookies and web beacons

Cookies and web beacons are electronic placeholders that are placed on your device by websites to track your individual movements on that website over time. NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) uses both session-based cookies (which last only for the duration of the user's session) and persistent cookies (which remain on your device and provides information about the session you are in and waits for the next time you use that site again).

These cookies and web beacons provide useful information to NETCOMBE PTY LTD (WORKHAB INTERNATIONAL), enabling us to recognize repeat users, facilitate the user's access to and use of our sites, allows us to track usage behavior, and to balance the usage of our websites on all NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) web servers.

Tracking cookies, third-party cookies, and other technologies such as web beacons may be used to process additional information, enable non-core functionalities on the NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) website and enable third-party functions (such as a social media "share" link). We may also include web beacons and other similar technology in promotional email messages to determine whether the messages have been opened.

Do Not Track (DNT)

The online advertising industry has self-regulatory initiatives designed to provide consumers a choice in the types of ads they may see online and to conveniently opt-out from online behavioral ads served by some or all of the companies participating in these programs. Our websites do not respond to DNT consumer browser settings.

Collaboration with authorities

NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) has appointed and mandated a privacy officer who represents the regulatory authorities inside the NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) organization, and in return represents the NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) organization to regulatory authorities.

The NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) privacy officer will ensure proper communication with the relevant regulatory authority for privacy. The privacy officer will lead investigative action, complaint handling and data breach notification. The privacy officer will also monitor regulatory changes and consult the regulatory authority where implementation of a regulatory or technological change leads to doubt.

Transfer of information to other countries

As a global organization, NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) engages in a number of international activities. In connection with the management of those activities, NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) may transfer information to other countries. By submitting your information to NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) via the websites, or in connection with your interactions with NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) offline, you consent to such transfers and to the processing of this information in other countries.

Responses to legal requests

NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) reserves the right to share your information to respond to duly authorized information requests of governmental authorities or where required by law.

In the event of bankruptcy, merger, acquisition, reorganization or sale of assets, your information may be sold or transferred as part of that transaction. The promises in this privacy policy will apply to your information as transferred to the new entity.

Your European Union privacy rights

Under the General Data Protection Regulation (Regulation EU 2016/679) (also known as GDPR), if you are an individual protected by the GDPR you may have certain rights as a data subject. To request information about or avail yourself of those rights, please send an email to [privacy@Netcombe Pty Ltd \(WorkHab International\).org](mailto:privacy@Netcombe Pty Ltd (WorkHab International).org) with "GDPR Request" in the subject line. In the email please describe, with specificity, the GDPR right you are requesting assistance with. Please note additional information may be requested prior to initiation of a request and that NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) reserves the right to charge a fee with respect to certain requests. Upon NETCOMBE PTY LTD (WORKHAB INTERNATIONAL)'s completion of its review you will be notified if your request has been granted, denied, or exemptions apply.

Your Australian Privacy Rights

The Australian Privacy Policy provides guidelines for the access of Personal information to which NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) will comply on request. Please email privacy@workhab.com

Your California privacy rights

Under California Civil Code Section 1798.83 (also known as S.B. 27), if you are a California resident and your business relationship with NETCOMBE PTY LTD (WORKHAB INTERNATIONAL) is primarily for personal, family, or household purposes, you may request certain data regarding NETCOMBE PTY LTD (WORKHAB INTERNATIONAL)'s disclosure, if any, of personal information to third parties for the third-parties' direct marketing purposes. To make such a request, please send an email to privacy@workhab.com with "Request for California Privacy Information" in the subject line. You may make such a request up to once per calendar year. If applicable, we will provide you, by email, a list of the categories of personal information disclosed to third parties for their direct marketing purposes during the immediately preceding calendar year, along with the third parties' names and addresses. Please note that not all personal information sharing is covered by S.B. 27's requirements.

How do I contact you if there is an issue?

If you have any questions or concerns about this Privacy Policy or about the use of your personal information, please feel free to contact us by email at privacy@workhab.com

Date

18 May 2018

Ver 2.0

Contact information:

privacy@WorkHab.com

Netcombe Pty Ltd

PO Box 1761

Bundaberg Qld 4670

Australia Free Call: 1800 625 979

Phone: +61 7 4154 4630

Facsimilie: +61 7 4154 4631