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# PRIVACY POLICY

The Admin Guru acknowledges and respects our clients' privacy. We are committed to maintaining the privacy of our clients and any personal information received from you. Therefore, client information will be held in the strictest of confidence and will not be shared with others, will not be available for sale or use by any third party or used for personal gain.

## What information do we collect?

We collect information from you when you make contact with us to undertake work on your behalf. The information we collect includes your name, contact details, email and a brief background on your business.

## What do we use your information for?

Any of the information we collect from you may be used in the following ways:

- To personalise your experience
  - Your information helps us to better respond to your individual needs
- To contact you whilst we are undertaking any projects on your behalf
- To send periodic emails
  - The email address you provide may be used to send you the occasional company news, updates, related product or service information

## Do we disclose any information to outside parties?

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information.

## Intellectual Property Rights

The intellectual property rights of all information supplied by the client remain with the client and shall not be infringed by The Admin Guru. Anything created or designed by us at the specific request of the client remains the property of that client and shall not be used by The Admin Guru for any other purpose.

## **Terms and Conditions**

Please visit our Terms and Conditions section of our web site which can be found under 'Quick Links'.

## **Changes to our Privacy Policy**

If we decide to change our Privacy Policy, we will post these changes on this page.

## **Contacting Us**

If you have any questions regarding this Privacy Policy you may contact us by using the information below.

**Phone: 0419 172 538**

**Email: [info@adminguru.com.au](mailto:info@adminguru.com.au)**

**Web: [www.adminguru.com.au](http://www.adminguru.com.au)**