



BC GATEWAYS

Privacy Policy

1. SCOPE

- This policy covers all personal data captured by BC Gateways through our website and applications and including through the use of the excel add-in.

2. COLLECTION OF PERSONAL INFORMATION

- BC Gateways collects personally identifying information from our users during (1) registration, (2) online purchasing and (3) marketing. Generally, this information includes name, e-mail address, phone numbers, business name, business addresses and user passwords. This information is used for purpose of administering the BC Gateways business and providing services to clients.
- To provide support to you we may collect certain technical information about your IT systems such as IP address, operating system information and other such details as are required to help you configure the application in your environment and help with and technical queries.
- We may collect cookies from you about your visit to our website and App to help us to improve our website. Cookies are small information files which are sent to your computer's hard drive or mobile device when you visit a website and it will recognise your device on future visits. For example, we may collect the time of your visit, whether you have visited our website previously, whether you used a search engine to find us and some geographical information. For information on disabling these cookies, please go to the privacy settings section within your browser.
- We may also use analytical web tools such as Google Analytics to collect visitor information for us to better understand how to improve our products and services for you. In addition to the session cookie, analytic tools use other data collection methods such as appending query strings to an image request. We store the data securely and do not share it with third parties.

3. DISCLOSURE (SHARING)

- Our third party service providers may have access to your personal information where this is necessary to perform contractually specified services on our behalf.
- We will not direct market to you unless you have been given an opportunity to opt out of receiving future direct marketing communications or unless you have otherwise consented to direct marketing.

4. RIGHTS AND CHOICES

- BC Gateways does not sell, exchange, or release your personal information (name, e-mail address, mailing address, credit card data, etc.) without your consent to any third parties.
- You have the right to ask for information held about you.

5. MARKETING

- We may share your information with our business partners for marketing purposes or we may send you information about other organisations' products and services.
- We may contact you by mail, telephone, fax, email or other electronic messaging service with offers of products, services or information that may be of interest to you.
- By providing us with your contact details you consent to being contacted by these methods for these purposes. If you do not wish to receive marketing information from any companies within our group or our business partners (other than on the website which you have requested information about) please indicate this on the relevant form where we collect your information, or contact us using the details below.

6. SECURITY

- We take appropriate steps and maintain electronic, physical, procedural and organisational safeguards using industry standard techniques and controls to protect the information we hold (including your personal information) from misuse, loss, unauthorised access, modification or disclosure.

7. THIRD PARTY SITES

- Our corporate website contains links to other websites, including social media sites and widgets. We are not responsible for the content or privacy practices (including the delivery of any cookies) of these websites. We strongly encourage you to read the privacy notices and policies of those websites before providing those third parties with your information.

8. ACCESS AND CORRECTION

- You have the right to access, request corrections to and copies of the personal information we hold about you. For quality control and training purposes we may monitor or record your communications with us.

9. HOW TO MAKE A COMPLAINT

- If you have any questions or concerns regarding our privacy policy please direct them to service@bcgateways.com. Alternatively you can send them to:
 - The Compliance Manager
Iress Limited
Level 18, 385 Bourke St, Melbourne, VIC, 3000
Phone: +61 3 9018 5800
Email: corporate@iress.com