

organisations and/or individuals that OLGIB/K intends on entering negotiations with for any merger, sale of assets, financing, acquisition of all or a part of Mindforth's business; or

K any legal industry regulatory body in any of the states, territories and jurisdictions that Mindforth operates in.

- 5.2 Mindforth may be required to disclose your personal information in order to respond to subpoenas, court orders, or to investigate, prevent, defend against, or take action regarding violations of our terms and conditions, illegal activities, suspected fraud, or situations involving potential threats to the legal rights or physical safety of any person or the security of our network, customers/users or services.
- 5.3 If you purchase goods and services from Mindforth using any of our applications, websites, services, software or programs, our third-party payment processor will collect the billing and financial information it needs to process your charges. This may include your name, address, e-mail address, and financial information. Mindforth's payment processors do not share your financial information with Mindforth, but they may share non-financial information with us related to your purchases, including your name, address, and the goods and services purchased.
- 5.4 When you access our applications, websites, services, software or programs on connected third-party applications or platforms (including, but not limited to, Facebook, Apple, Google, or Amazon), any purchases you make will be processed by that third-party application and subject to that third-party application's terms of service and privacy policy. For these purchases, Mindforth does not receive your financial information, but may receive non-financial information related to your purchases, including your name, address, the goods and services purchased and your approximate physical location.
- 5.5 Where the Act permits, OLGIB/K may also disclose personal information to third party suppliers and service providers located overseas for some of the purposes listed above.

6. Cross-border disclosure of personal information

- 6.1 MindIB/K may, from time to time, have affiliated offices operating in overseas. OLGIB/K may send your personal information to these offices for one or more of the purposes listed in clause 2.1. If Mindforth's overseas offices are operated by 'related body corporates' of Mindforth will take such steps as a reasonably required to ensure that there is appropriate data handling of your personal information and proper security arrangements are in place
- 6.2 From time to time, OLGIB/K may also send your personal information overseas for the following reasons:
- (a) to third party service providers who store data or operate outside of Australia;
 - (b) to complete a transaction involving an international financial institution; or
 - (c) as required by laws and regulations of Australia or another country.
- 6.3 Before OLGIB/K discloses personal information about you to an overseas recipient who is not a related entity of you, OLGIB/K will take such steps as a reasonably required to ensure that there is appropriate data handling of your personal information and proper security arrangements are in place.

7. Cookies

- 7.1 Cookies are used by OLGIB/K in order to maximise our user experience and enhance the service that is provided.
- 7.2 When accessing Mindforth's websites, applications or by engaging our services, small files of data may be placed on your device that enable OLGIB/K to recognise you as a OLGIB/K customer each time you return to our website or use our application to access our services. As a result of these cookies, customers avoid the need to keep inputting their email address and

password throughout a session and may have these details auto filled when they visit the website or application. In addition, these cookies enable Mindforth to ascertain information regarding what web pages you visit and how regularly, enabling us to make our websites and platforms increasingly user friendly and to target advertising to content that you may be interested in.

- 7.3 You are free to decline the cookies in which Mindforth utilises and can disable them through your web browser.

8. Protection of personal information

- 8.1 Mindforth will take all reasonable steps to ensure that your personal information is properly protected from misuse, loss, unauthorised access, modification or disclosure.

9. Access to Privacy Policy

- 9.1 This Privacy Policy is publicly available, free of charge through Mindforth's website.

10. Change to Privacy Policy

- 10.1 This Privacy Policy may change from time to time as required by Mindforth in order to reflect legislative and other changes.

11. Accessing and requesting correction of Personal Information

- 11.1 To access, seek or request personal information that Mindforth holds about you, please contact us at:

The Privacy Officer

Joseph Succar – contact@mindforth.com

- 11.2 In the event that access to personal information is requested, Mindforth will endeavour to respond to that request as soon as reasonably practicable if and to the extent required by the applicable law.

- 11.3 If Mindforth is unable to give you access, or if Mindforth declines to amend your personal information, Mindforth will issue a written notice that describes our reasoning for doing so. Mindforth notes that before providing you with any personal information Mindforth will be required to verify your identity.

- 11.4 Mindforth reserves the right to make an administrative charge to you if it is required, to provide you with access to personal information as outlined in clauses 11.1 and 11.2 above.

12. Resolving your concerns

- 12.1 If you wish to make a complaint regarding that way in which Mindforth manages your personal information, or that you feel that Mindforth has fallen short of the required standards set by the Act, please prepare your complaint in writing and supply it to The Privacy Officer.

- 12.2 A written acknowledgement of your complaint will be provided within 7 days, and Mindforth will attempt to have your concern resolved within 30 days of receipt of your complaint.