



Terms and Conditions

PRIVACY POLICY

Introduction

Bundaberg Business Enterprise Centre (BEC) regards customer privacy as an important part of our relationship with our customers. The following privacy policy applies to all Bundaberg BEC website users, and conforms to Internet privacy standards.

If you have questions or concerns regarding this statement, you should first contact the Administration Manager at 07 4153 2333.

Collection of Information

In order to use the Bundaberg BEC website, we may require information from you in order to provide the best service possible. All correspondence may also be collected and stored, particularly in regard to sales, support and accounts, including email.

Any information collected by Bundaberg BEC is collected via correspondence from you or your company. This may be via the telephone, email, mail or directly through our website.

Use of Collection Information

Any details collected from Bundaberg BEC customers is required in order to provide you with our products and/or services, and a high level of customer service.

Correspondence is recorded in order to provide service references, and to assist in our staff development.

Storage of Collected Information

The security of your personal information is important to us. When you enter sensitive information (such as credit card numbers) on our website, we encrypt that information using secure socket layer technology (SSL). When Credit Card details are collected, we simply pass them on in order to be processed as required. We never permanently store complete Credit Card details.

We follow generally accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it.

If you have any questions about security on our Website, you can email us at info@bundabergbec.org.au.



Terms and Conditions

Access to Collected Information

If your personally identifiable information changes, or if you no longer desire our service, you may correct, update, delete or deactivate it by emailing us at info@bundabergbec.org.au.

Orders

If you purchase a product or service from us, we may request certain personal identifiable information from you. You may be required to provide contact information (such as name, email, and postal address) and financial information (such as credit card number, expiration date).

We use this information for billing purposes and to fill your orders. If we have trouble processing an order, we will use this information to contact you.

Communications

Bundaberg BEC uses personal identifiable information for essential communications, such as emails, accounts information, and critical service details. We may also use this information for other purposes, including some promotional emails. If at any time a customer wishes not to receive such correspondence, they can request to be removed from any mailing lists by emailing us at info@bundabergbec.org.au.

You will be notified when your personal information is collected by any third party that is not our agent/service provider, so you can make an informed choice as to whether or not to share your information with that party.

Third Parties

Bundaberg BEC may at its discretion use other third parties to provide essential services on our site or for our business processes. We may share your details as necessary for the third party to provide that service.

These third parties are prohibited from using your personal identifiable information for any other purpose.

Bundaberg BEC does not share any information with third parties for any unknown or unrelated uses.

Legal

We reserve the right to disclose your personal identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or comply with a judicial proceeding, court order, or legal process served on our Website.



Terms and Conditions

Links

Links on the Bundaberg BEC site to external entities are not covered within this policy. The terms and conditions set out in this privacy statement only cover the domain name of *bundabergbec.org.au*.

Changes to Privacy Policy

If we decide to change our privacy policy, we will post those changes to this privacy statement, the homepage, and other places we deem appropriate so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. We reserve the right to modify this privacy statement at any time, so please review it frequently. If we make material changes to this policy, we will notify you here, by email, or by means of a notice on our homepage.

SECURITY POLICY

Bundaberg Business Enterprise Centre (BEC) uses the eWAY Payment Gateway for its online credit card transactions. eWAY processes online credit card transactions for thousands of Australian merchants, providing a safe and secure means of collecting payments via the Internet. All online credit card transactions performed on this site using the eWAY gateway are secured payments.

- Payments are fully automated with an immediate response.
- Your complete credit card number cannot be viewed by Bundaberg BEC or any outside party.
- All transactions are performed under 128 Bit SSL Certificate.
- All transaction data is encrypted for storage within eWAY's bank-grade data centre, further protecting your credit card data.
- eWAY is an authorised third party processor for all the major Australian banks.
- eWAY at no time touches your funds; all monies are directly transferred from your credit card to the merchant account held by Bundaberg BEC.

For more information about eWAY and online credit card payments, please visit www.eWAY.com.au



Terms and Conditions

Workshops and Events

Bookings on events are not guaranteed until payment is received.

An organisation or individual may substitute another registrant prior to commencement date at no cost, should the nominated person be unable to attend. Phone us on 07 4153 2333 or email info@bundabergbec.org.au.

Registration may be transferred to another event or cancelled at no cost up to 5 working days prior to an event.

For cancellations or transfers made inside five working days prior to the commencement of the course, no refund will be issued but a substitute may attend the event.

Bundaberg BEC reserves the right to cancel or postpone an event to an alternative date. All registrants affected by such changes will be offered the opportunity to transfer to the next available event or receive a full refund.

Refund & Returns Policy

Please choose carefully. We do not normally give refunds if you simply change your mind or make a wrong decision. You can choose between a refund, exchange or credit where services have been wrongly described, or are different to the service purchased on the website.