

SH T&Cs and Privacy Policy

Privacy Policy

The new National Privacy Principles which came into force in Australia in December 2001 impose a range of obligations on businesses regarding the ways in which personal information can be gathered, managed and distributed. Screen Hub Pty Ltd, as a small company, is excluded from these obligations. However, we firmly believe that privacy is an important issue, and therefore have undertaken, where ever possible, to adhere to the National Privacy Principles.

Personal Information We Maintain

If you simply visit our web site, we do not capture any personal information from you. Our web site statistics system does capture information such as the type of web browser you use, this is typical of statistic systems and all of the information captured is anonymous. If you are a member of Screen Hub, we maintain the following information:

- Your Name
- Email Address
- Telephone Number
- Company/Organisation Name (if applicable)
- Financial transaction summary

We also sometimes will store copies of correspondence between you and us in your membership record, or elsewhere, to assist us with providing a high level of customer service.

This is the minimum amount of information necessary to properly conduct our membership systems.

Cookies

Cookies are small pieces of information stored by web sites on your computer. Very many sites use them, for a range of purposes. If you have configured your web browser not to warn about cookies, you probably have quite a few already stored on your hard drive. You **must** have cookies enabled in your browser in order to use this web site - we use the cookie to track whether you are logged in, and to store your log in details, and these are used to enhance your experience of the site, including making possible the 'Remember Me' function.

Accessing Your Personal Information

The National Privacy Principles give you the right to access the information we maintain about you, and to change it if necessary. You are able to access the key information simply by logging into the web site, and can change most items yourself.

If you wish to see the entirety of the information in your membership record, please contact us and we will arrange a copy. If you wish to update or correct any part of the information, please advise us and we will make the changes as quickly as possible.

Disclosure of Personal Information

We do not sell, distribute or otherwise give any other organisation access to the personal information you provide as part of the membership registration. We may use the information you have supplied in order to make contact with you in the future, but only in reference to the business activities of Screen Hub Pty Ltd.

Deletion of Old Information

If you advise us that you no longer require your Screen Hub membership, our standard procedure is to delete your record from the membership database, thus destroying the personal information we maintain about you.

Credit Card Information

We do NOT store your credit card details. They are discarded as soon as the transaction for which you provide the credit card information is complete.

Marketing Campaigns

On occasion **Screen Hub** conducts marketing campaigns involving direct mail letters and other marketing tools, using mailing list databases maintained by the Company. In accordance with the National Privacy Principles, if we send you a letter or otherwise contact you, and you decide you do not wish to receive further communication from us, we will remove you from the marketing database.

Updates

We may from time to time update this Privacy Policy, and will post the latest version here on the web site, and endeavour to notify members via our usual Email bulletins.

Conditions of Use

It is a requirement of membership of **Screen Hub** that you agree to the following Conditions of Use.

Membership

The full **Screen Hub** service is only available to paid members. Screen Hub Pty Ltd reserves the right to change, amend or remove any of the services available at any time. We also reserve the right to discontinue, cancel or amend any membership without notice if we deem it necessary. This policy will most likely be applied in circumstances where we believe the member has committed an action out of keeping with the nature of the **Screen Hub** community.

Any member found misusing the service, including using it to promote activities that relate to gambling, pornography, civil disturbance or any other activity deemed unfit by Screen Hub Pty Ltd will be instantly barred, and may have their membership cancelled without notice. We **WILL NOT** tolerate any such activities on the **Screen Hub** service.

Refunds

Please choose carefully. We do not normally give refunds just because you change your mind. However, we have adopted the approach set out in the Australian Direct Marketing Code of Practice and offer a seven day cooling off period. You may cancel your subscription to **Screen Hub** at any time for seven days after joining, and request a full refund, which will be provided within 14 days of the request.

If you paid your membership via credit card, your card will be credited. If you paid with a cheque/money order, your refund will be sent to you by company cheque. We may require you to provide proof of purchase, for example, a copy of your tax invoice/receipt, or specific details that enable us to be sure the transaction is genuine.

Licence

An individual membership permits access by a single computer using the log in details for that membership. You may, of course, use any number of machines from time to time to access our service. You may **NOT** subsequently disseminate any material from this web site to other people. You may **NOT** permit more than one person to utilise the same log in details. This will result in the relevant membership being suspended.

Accuracy of information and disclaimer of warranties

All material on our web site is provided in good faith. It is derived from sources believed to be accurate and current as at the date of publication. Your use of the web site and services is at your sole risk. Access to the web site and service is provided on an 'as available' basis. Neither Screen Hub Pty Ltd nor its directors or employees make any representation or

warranty that (i) any material on the web site or services will be reliable, accurate or complete (nor do they accept any responsibility arising in any way for errors in, or omissions from that material); or (ii) your access to the web site and services will be uninterrupted, timely or secure. We will not be liable for loss resulting from any action or decision by you in reliance on the information on the web site or services, nor any interruption, delay in operation or transmission, virus, communications failure, Internet access difficulties, or malfunction in equipment or software.

Copyright

All material on **Screen Hub** is copyright.

You may use this material for your own personal reference only. Except for the temporary copy held in the computer's cache and a single permanent copy for your personal reference, the material may not otherwise be used, copied, reproduced, published, stored in a retrieval system, altered or transmitted in any form or by any means in whole or part (except where such use constitutes fair dealing under the Copyright Act) without our prior written approval. You may not use any part of the material on our web site or service to establish, maintain or provide, or assist in establishing, maintaining or providing your own publications, Internet site or other means of distribution.

You may deep link to content where this is available. In the case the material is generated by **Screen Hub** (flagged as '**Screen Hub**' in the News section for example), the source must always be acknowledged as 'Screen Hub'. Some news material on this web site comprises links to external services. In these instances you must adhere to any conditions of use imposed by the originating web site.

Registration Forms and Personal Information

The **Screen Hub** membership requires you to give us your name, Email address and other simple personal information. We do not sell, distribute or otherwise give any other organisation access to the personal information you provide as part of the membership registration. We may use the information you have supplied in order to make contact with you in the future, but only in reference to the business activities of Screen Hub Pty Ltd and Screen Hub.

We may decide to buy or sell assets which form part of or relate to our business. In any such transaction, personal information will usually be one of the transferred assets and will be disclosed to the purchaser.

We do NOT store your credit card details. They are discarded as soon as the transaction for which you provide the credit card information is complete. There is more information about security on our Help pages.

If you are subscribed to the Jobs List, or any other mailing list we operate, you can choose to opt out and unsubscribe at any time - just follow the appropriate links on our pages, generally this is accessed from the Change My Profile page.

If you submit a Positions Vacant Advertisement, or a Positions Wanted Advertisement, to us, **any or all of the information you have supplied will be made public, and widely distributed.** It is solely your responsibility to ensure the accuracy of the information. By submitting this information you are accepting all liability for its publication. We will not be held liable for any claims, actions or other proceedings or complaints that may arise from the publication of the information you have supplied.

We reserve the right to edit, delete, re-word or otherwise modify any advertisement or listing if deemed necessary. Please note the disclaimers on the various jobs pages.

Please see the Privacy Policy for further information about how we maintain and manage personal information.

Discussion Forums

Any Discussion Forums are offered as a public service, and are open for use by anyone who is a member of Screen Hub. Screen Hub Pty Ltd does not accept any responsibility or liability for messages posted in the Forums. We reserve the right to edit or delete any

messages we believe are not compatible with the aims and philosophy of the Forums, or to ban any user for any reason we determine.

Web Email

Our web Email service is provided by everyone.net, and as such is subject to their service availability. Screen Hub Pty Ltd will not be held liable for the performance, or lack of, the everyone.net Email service.

External Links

This site contains links to other sites. We are not responsible for the actions, privacy practices or the content of such Web sites.

Security

This site, via its web hosting service provider (Web Central), has security measures in place to protect the loss, misuse, and alteration of the information under our control. However, we will not be held liable for a breach of security caused by the performance failure of Web Central, or any other third party service provider. All credit card transactions are via an encrypted secure server.

Contacting the Web Site

If you have any questions about this statement, the practices of this site, or your dealings with this Web site, please contact: info@screenhub.com.au or see our contacts page for other ways to talk to us.

Updates

We may from time to time update these Conditions of Use, and will post the latest version here on the web site, and endeavour to notify members via our usual Email bulletins.

Your Rights

Please remember that you have statutory rights as a consumer under the Trade Practices Act and other legislation. A good starting point for more information is the Australian Competition and Consumer Commission.

Governing Law

This Agreement is governed by the law in force in Victoria, and the you submit to the exclusive jurisdiction of the courts in Victoria.

Current at September 2010