

Privacy and Metadata Policy

POLICY NUMBER:	POL-002	VERSION:	1.0
ISSUED BY:	ITEnabler Pty Ltd	AUTHORISED DATE:	28/12/18
CATEGORY:	Information and Communication	EFFECTIVE DATE:	28/12/18
SOA REF. #	A18.1.4 Privacy and protection of personally identifiable information		

Policy Statement

WorthMap is committed to protect the privacy of your personal information. We assume the responsibility of protecting your privacy and security seriously. As a result, we have implemented measures in this document to protect and maintain the integrity of any personal data we handle. We are bound by the Australian Privacy Principles under the Privacy Act 1988 (Cth) about how we handle your personal information.

Scope

This policy applies to:

- All officers, employees, contractors, consultants and outsourced service providers performing work for WorthMap
- All ICT systems that store information, wherever they are located.

Objectives

This Privacy Policy describes how WorthMap collects, stores, uses, and discloses your personal information and how we perform analyses of de-identified personal records. It also provides the contact details should our customers need to know more details.

Roles and responsibilities

1. Executives within WorthMap are responsible for:
 - Ensuring that WorthMap processes are conducted in accordance with this policy.
 - Administering and updating this policy.
2. Users and administrators of WorthMap are responsible for:
 - Complying with this policy.
 - Reporting suspected or actual breaches of security to the management.

Definition of the Personal Information collected

The personal information we collect depends on which of our services you use and the information you choose to provide. When you use WorthMap, you may choose to provide, and we may need to collect personal information such as:

- **your email address (*)** - used as your unique identifier for log-in to the software.
- **your first name or a nickname (*)** - used by the software to address you.

- **your country of residence (*)** – To determine if we have to apply VAT.
- **Other personal details** - not mandatory - e.g. surname, address, phone number.
- **your credit card details (*)** - used to process the payments and immediately made anonymous.
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(*) = Mandatory field

Your personal information

Your personal information provided during the registration is only used for your log-in and billing. For security reasons, the profile page only shows your subscription status. Should you need to update your details for the next billing cycles, you can contact info@worthmap.com and our customer support officers will submit a request to update those details. Our customer service can only see your first name and your email address.

Privacy

WorthMap considers all information stored in our systems private and sensitive.

WorthMap reserves the right to use all collected and anonymized data for statistical analysis on the software usage in order to keep delivering the best user experience. All such data will be de-identified so that it will be impossible to re-connect them to any individual.

How we make sure your privacy is protected

- We only ask for your first name (or a nickname) and your Email address.
- The credit card data used for payments is stored in a different database and cannot be used to track who you are.
- All your data is immediately deleted if you decide to delete your account.
- Backups are kept for 30 days after 30 days they are deleted.
- You do not need to install any software on your computer/phone if you don't want: the software works equally well on a browser
- No information is kept on your local computer/mobile browser.
- Your IP address/Location is not recorded on our servers.
- No developer/customer support officer has access to your financial data
- In the unlikely scenario where the software is hacked, nobody can associate your data with your identity because we don't store any personal information except for your email address and first name.

Protection of your privacy using the best cybersecurity standards and practises

- Our developers follow OWASP best practises to make sure that the software is designed securely from day one.
- The software has been developed using the cybersecurity framework ISO 27001.

- All traffic is encrypted using SSL (https) and the database is encrypted. The passwords are hashed.
- Security updates are installed by our technicians on a daily basis to reduce the likelihood of cyberattacks.
- We leverage Amazon Web Servers to provide the highest level of security.
- The backups are encrypted and stored in a bank vault in Australia.
- The software is scanned for vulnerabilities on a weekly basis and pentested at least every three months

Enquiries

If you have questions about this Privacy Policy or wish to file a complaint regarding our information handling practices, you can contact WorthMap using the contact details below.

We will respond in writing within 2 days of receipt. If you are not satisfied with our decision, you can contact us to discuss your concerns.

If the complaint remains unresolved, you have the option of notifying the Office of the Australian Information Commissioner (OAIC). Contact details can be found at OAIC's website: www.oaic.gov.au

How to contact us

By email: info@WorthMap.com

Legislation

- Privacy and Personal Information Protection Act No. 133 1998

Related policies

- WorthMap Information Security Management System (ISMS)

Revision history

Version	Date issued	Notes	By
0.1	03/12/2018	Draft submitted for internal review	ITEnabler Pty Ltd
0.2	17/12/2018	Draft submitted for legal review	ITEnabler Pty Ltd
1.0	28/12/2018	First release	ITEnabler Pty Ltd

Review date

08/08/2020

Contact

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