# **Privacy Policy**

This document sets the Privacy Policy for the CIVILICOM Pty Ltd (World Civil Engineering Information Centre) website, <a href="http://www.civilicom.com">http://www.civilicom.com</a>. World Civil Engineering Information Centre is committed to providing you with the best possible customer service experience. World Civil Engineering Information Centre is bound by the Privacy Act 1988, which sets out a number of principles concerning the privacy of individuals.

### Collection of your personal/business information

There are many aspects of the site which can be viewed without providing personal information, however, for access to future World Civil Engineering Information Centre customer support features you are required to submit personally identifiable information. This may include but not limited to a unique username and password, or provide sensitive information in the recovery of your lost password. We receive, collect and store any information you enter on our website or provide us in any other way. In addition, we collect the Internet protocol (IP) address used to connect your computer to the Internet; login; e-mail address; password; computer and connection information and purchase history. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. We also collect personally identifiable information (including name, email, password, communications); payment details (including credit card information), comments, feedback, product reviews, recommendations, and personal profile. Also, World Civil Engineering Information Centre is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to sell our products and services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall. All direct payment gateways offered by Wix.com and used by our company adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover PCI-DSS requirements help ensure the secure handling of credit card information by our store and its service providers.

## Sharing of your personal/business information

We may occasionally hire other companies to provide services on our behalf, including but not limited to handling customer support enquiries, processing transactions or customer freight shipping. Those companies will be permitted to obtain only the personal information they need to deliver the service. World Civil Engineering Information Centre takes reasonable steps to ensure that these organisations are bound by confidentiality and privacy obligations in relation to the protection of your information.

### Use of your personal/business information

For each visitor to reach the site, we expressively collect the following non-personally identifiable information, including but not limited to browser type, version and language, operating system, pages viewed while browsing the Site, page access times and referring website address. This collected information is used solely internally for the purpose of gauging visitor traffic, trends and delivering personalized content to you while you are at this Site. From time to time, we may use customer information for new, unanticipated uses not previously disclosed in our privacy notice. If our information practices change at some time in the future we will use for these new purposes only, data collected from the time of the policy change forward will adhere to our updated practices. Also, when you conduct a transaction on our website, as part of the process, we collect personal information you

give us such as your name, address and email address. Your personal information will be used for the specific reasons stated above only.

#### **Custom Code**

Because World Civil Engineering Information Centre uses "Custom Code", the standard cookie banner can't control custom code (Corvid apps and Third party apps (using the javascript SDK)).

## Why do we collect your personal information?

*These are some reasons:* 

- 1. To provide and operate the Services;
- 2. To provide our Users with ongoing customer assistance and technical support;
- 3. To be able to contact our Visitors and Users with general or personalized service-related notices and promotional messages;
- 4. To create aggregated statistical data and other aggregated and/or inferred Non-personal Information, which we or our business partners may use to provide and improve our respective services;
- 5. To comply with any applicable laws and regulations.

## How do World Civil Engineering Information Centre communicates with site visitors?

World Civil Engineering Information Centre may contact you to notify you regarding your account, to troubleshoot problems with your account, to resolve a dispute, to collect fees or monies owed, to poll your opinions through surveys or questionnaires, to send updates about our company, or as otherwise necessary to contact you to enforce our User Agreement, applicable national laws, and any agreement World Civil Engineering Information Centre may have with you. For these purposes we may contact you via email, telephone, text messages, and postal mail.

### How can World Civil Engineering Information Centre site visitors withdraw their consent?

If you don't want us to process your data anymore, please contact us at info@civilicom.com

### Changes to this Privacy Policy

World Civil Engineering Information Centre reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If World Civil Engineering Information Centre makes material changes to this policy, World Civil Engineering Information Centre will notify you here that it has been updated, so that you are aware of what information World Civil Engineering Information Centre collect, how World Civil Engineering Information Centre use it, and under what circumstances, if any, World Civil Engineering Information Centre use and/or disclose it. Therefore, World Civil Engineering Information Centre reserves the right to make amendments to this Privacy Policy at any time. If you have objections to the Privacy Policy, you should not access or use the Site.

### Accessing your personal/business Information

You have a right to access your personal/business information, subject to exceptions allowed by law. If you would like to do so, please let us know. You may be required to put your request in writing for security reasons. World Civil Engineering Information Centre reserves the right to charge a fee for searching for, and providing access to, your information on a per request basis. World Civil Engineering Information Centre welcomes your comments regarding this Privacy Policy. If you have any questions about this Privacy Policy and would like further information, please contact us by info@civilicom.com.

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