

## **Privacy Statement for Take5apps and any customised Take5 app that is developed by Take5apps**

Personal Data submitted via the Take5apps T5 or any customised application suite is used solely for the purposes described in the application and not for any other purpose.

Take5apps does not collect any personnel information or distributes any personnel information.

Users' personal data is not disclosed to third parties, except those who may administer the T5 application and then only for the purposes of application administration.

Any information, which is submitted, including personal data will be held on the **personal device** and any reports emailed as part of the functionality of the application to assigned email recipients or administrators that is provided by the user and its organisation

The selection process of recipients and administrators is not within the governance of Take5apps and is therefore not liable for the misuse of submitted personal information or data. Users may update their own personal data on the T5 application by using the **profile form** specially provided for the purpose.

Our policy is that e-mails received from the T5 application are not answered. These e-mails are either filed or deleted on receipt by the designated recipient/administrator.

No information contained in these submitted forms/reports is retained or retrieved by Take5apps. Take5apps fully endorses and adheres to the thirteen privacy principles, as enumerated in the Privacy Act of 1988. Links within the Take5apps site to the applications of other organisations are not necessarily covered by this policy.

All submitted data remains the sole property of the User and NOT Take5apps. Only T5 application users and user-approved recipients have access to the off-line information provided by the T5 application.

Take5apps does not use ads or Popup advertising of any kind and does not endorse other products.

No Data is shared with third parties.