



## Privacy Policy

I **Louisa Prince** is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information. A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>.

### **What is Personal Information and why do we collect it?**

Personal Information is information or an opinion that identifies an individual. Information collected by me primarily includes names and email addresses but may extend to optional information such as country of origin, format preferences and phone numbers (as gathered via Bookfunnel).

This Personal Information is obtained directly via my website <https://louisaprincauthor.com>, or Bookfunnel/Story Origin giveaway pages. New subscribers will receive a welcome letter with confirmation of their subscription and the opportunity to unsubscribe.

I collect your Personal Information for the primary purpose of maintaining a quarterly newsletter, and secondary purposes associated with my writing where you would reasonably expect such use. You may unsubscribe at any time by contacting me via [contact@louisaprincauthor.com](mailto:contact@louisaprincauthor.com) or clicking on the link in your newsletter.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

### **Sensitive Information**

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sign-up forms and collection have been designed to limit collection of sensitive information, however where this is collected it will:

- Only be recorded when absolutely necessary (information collected is generally limited to personal information only)
- Used for the primary purpose for which it was obtained (distribution of author newsletters)
- Or used for a secondary purpose that is directly related to the primary purpose (i.e. author promotions)
- With your consent; or where required or authorised by law.

### **Third Parties**



# Louisa Prince Author

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Where reasonable and practicable to do so, I will collect your Personal Information only from you. However, in some circumstances this may be facilitated via third parties such as book funnel and will take reasonable steps to ensure that you are aware when this occurs.

### **Disclosure of Personal Information**

I will not disclose your information unless:

- I have your written consent to do so; and
- Where required or authorised by law.

### **Security of Personal Information**

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, I will take reasonable steps to destroy your Personal Information.

### **Access to your Personal Information**

You may access the Personal Information, update and/or correct it at any time. This can be done via the link in my emails or contacting me in writing.

**Louisa Prince** will not charge any fee but will take steps to verify identity when request is via email.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

### **Maintaining the Quality of your Personal Information**

I will take reasonable steps to ensure your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records.

### **Policy Updates**

This Policy may change from time to time and is available on my website <https://louisaprincauthor.com/>

### **Privacy Policy Complaints and Enquiries**

If you have any queries or complaints about our Privacy Policy please contact me on [contact@louisaprincauthor.com](mailto:contact@louisaprincauthor.com)