



Task Right Solutions Pty Ltd Privacy Policy — 2026

1. Commitment to Privacy

Task Right Solutions Pty Ltd (TRS) is committed to protecting your privacy and ensuring your personal information is handled in accordance with the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles (APPs)**. This policy explains how we collect, use, disclose, store, and safeguard your personal information.

2. What Personal Information We Collect

“Personal Information” refers to information or an opinion that identifies an individual. TRS may collect the following types of personal information:

- Names
- Residential or business addresses
- Email addresses
- Telephone and facsimile numbers
- Any other information reasonably required to provide our services

We collect personal information through:

- Written correspondence
- Telephone and facsimile communication
- Email
- Our website: www.taskrightsolutions.com.au
- Cookies and website analytics
- Publicly available sources
- Third-party referrals

TRS does not guarantee the privacy practices of third-party websites linked to or from our website.

3. Why We Collect Personal Information

TRS collects personal information for the following primary purposes:

- Providing services to clients
- Communicating important service information
- Managing client accounts and operational requirements
- Marketing and service updates

We may also use your information for **secondary purposes** that are closely related to the primary purpose, where such use would be reasonably expected.



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You may request removal from marketing communications at any time by contacting us in writing.

4. Sensitive Information

“Sensitive Information” includes details such as racial or ethnic origin, political opinions, religious beliefs, union membership, criminal history, or health information.

TRS only collects or uses sensitive information:

- For the primary purpose for which it was provided
- For a directly related secondary purpose
- With your explicit consent
- Where required or authorised by law

5. Collection From Third Parties

Where reasonable and practical, TRS will collect personal information directly from you. In some cases, information may be provided by third parties. When this occurs, TRS will take reasonable steps to ensure you are aware of the information received.

6. Disclosure of Personal Information

Your personal information may be disclosed:

- To third parties where you have provided consent
- Where required or authorised by law

TRS does **not** sell or trade personal information under any circumstances.

7. Security of Personal Information

TRS stores personal information in a manner that reasonably protects it from:

- Misuse
- Loss
- Unauthorised access
- Modification
- Disclosure

When information is no longer required, TRS will take reasonable steps to destroy or permanently de-identify it. However, most client records are retained for a minimum of **seven (7) years** to comply with legal and operational requirements.



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8. Access to and Correction of Personal Information

You may request access to the personal information we hold about you. TRS will not charge a fee for access requests but may charge an administrative fee for providing copies of documents.

To protect your privacy, TRS may require proof of identity before releasing information.

If your personal information is inaccurate or outdated, please notify us promptly so we can update our records.

9. Maintaining Accurate Information

TRS takes reasonable steps to ensure personal information is accurate, complete, and up to date. We encourage clients to advise us of any changes as soon as possible.

10. Policy Updates

This Privacy Policy may be updated periodically. The latest version will always be available on our website.

11. Complaints and Enquiries

For questions, concerns, or complaints regarding this Privacy Policy, please contact:

Email: taskrightsolutions@gmail.com