



## **Wellbeing Massage Therapy Pty Ltd Internet Merchant Policies and Procedures - Dec 2015**

### ***Wellbeing Massage Therapy Pty Ltd Privacy Policy***

#### **Introduction**

*Wellbeing Massage Therapy Pty Ltd* regards customer privacy as an important part of our relationship with our customers. The following privacy policy applies to all *Wellbeing Massage Therapy Pty Ltd* users, and conforms to Internet privacy standards.

If you have questions or concerns regarding this statement, you should first contact *Melissa Brennan* at 0412 588 461.

#### **Collection of Information**

In order to use the *Wellbeing Massage Therapy* website, we may require information from you in order to provide the best service possible.

All correspondence may also be collected and stored, particularly in regard to sales, support and accounts, including e-mail, social media interactions & web searches, medical history and personal activities.

Any information collected by *Wellbeing Massage Therapy* is collected via correspondence from you or your company. This may be via the telephone, e-mail, mail, fax or directly through our website and integrated add-on software.

#### **Use of Collection Information**

Any details collected from *Wellbeing Massage Therapy* customers is required in order to provide you with our products and/or services, and a high level of customer service.

Correspondence is recorded in order to provide service references, and to assist in our staff development.

## **Storage of Collected Information**

The security of your personal information is important to us. When you enter sensitive information (such as credit card numbers) on our website, we encrypt that information using secure socket layer technology (SSL). When Credit Card details are collected, we simply pass them on in order to be processed as required. We never permanently store complete Credit Card details.

We follow generally accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it.

If you have any questions about security on our Website, you can email us at [info@wellbeingmt.com.au](mailto:info@wellbeingmt.com.au)

## **Access to Collected Information**

If your personal identifiable information changes, or if you no longer desire our service, you may correct, update, delete or deactivate it by emailing us at [info@wellbeingmt.com.au](mailto:info@wellbeingmt.com.au)

## **Orders**

If you purchase a product or service from us, we may request certain personal identifiable information from you. You may be required to provide contact information (such as name, e-mail, phone number and postal address) and financial information (such as credit card number, expiration date).

We use this information for billing purposes and to fill your orders. If we have trouble processing an order, we will use this information to contact you.

## **Communications**

*Wellbeing Massage Therapy* uses personally identifiable information for essential communications, such as e-mails, accounts information, appointment bookings and critical service details. We may also use this information for other purposes, including some promotional e-mails. If at any time a customer wishes not to receive such correspondence, they can request to be removed from any mailing lists by emailing us at [info@wellbeingmt.com.au](mailto:info@wellbeingmt.com.au) or by using the 'opt-out' function on the bottom of the e-mail.

You will be notified when your personal information is collected by any third party that is not our agent/service provider, so you can make an informed choice as to whether or not to share your information with that party.

## **Third Parties**

*Wellbeing Massage Therapy* may at its discretion use other third parties to provide essential services on our site or for our business processes. We may share your details as necessary for the third party to provide that service.

These third parties are prohibited from using your personally identifiable information for any other purpose.

*Wellbeing Massage Therapy* does not share any information with third parties for any unknown or unrelated uses.

## **Legal**

We reserve the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or comply with a judicial proceeding, court order, or legal process served on our Website.

## **Links**

Links on the *Wellbeing Massage Therapy* site to external entities are not covered within this policy. The terms and conditions set out in this privacy statement only cover the domain name of [www.wellbeingmt.com.au](http://www.wellbeingmt.com.au)

## **Changes to Privacy Policy**

If we decide to change our privacy policy, we will post those changes to this privacy statement, the homepage, and other places we deem appropriate so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. We reserve the right to modify this privacy statement at any time, so please review it frequently. If we make material changes to this policy, we will notify you here, by Email, or by means of a notice on our homepage.

## **Wellbeing Massage Therapy Pty Ltd Security Policy**

*Wellbeing Massage Therapy* uses the eWAY Payment Gateway and PayPal for its online credit card transactions. eWAY and PayPal processes online credit card transactions for thousands of Australian merchants, providing a safe and secure means of collecting payments via the Internet. All online credit card transactions performed on this site using either the eWAY gateway or PayPal are secured payments.

- Payments are fully automated with an immediate response.
- Your complete credit card number cannot be viewed by *Wellbeing Massage Therapy* or any outside party.
- All transactions are performed under 128 Bit SSL Certificate.
- All transaction data is encrypted for storage within eWAY's and PayPal bank-grade data centre, further protecting your credit card data.
- eWAY is an authorised third party processor for all the major Australian banks.
- eWAY at no time touches your funds; all monies are directly transferred from your credit card to the merchant account held by *Wellbeing Massage Therapy Pty Ltd*.

For more information about eWAY and online credit card payments, please visit [www.eWAY.com.au](http://www.eWAY.com.au)

For more information about PayPal and online credit card payments, please visit [www.paypal.com.au](http://www.paypal.com.au)

## **Delivery Policy**

### **Physical goods**

After ordering online, you will receive an email confirmation from eWAY and / or PayPal containing your order details (if you have provided your email address). We will normally confirm receipt of your order within a few minutes of ordering. We will attempt to send your goods via ground postage within 2-5 working days; however if goods are unavailable delivery will take a little longer.

If you wish to query a delivery please contact us at [info@wellbeingmt.com.au](mailto:info@wellbeingmt.com.au)

### **Digital Delivery**

After ordering online, you will receive an email confirmation from eWAY and / or PayPal containing your order details (if you have provided your email address). We will normally confirm receipt of your order within a few minutes of ordering.

If you wish to query a delivery please contact us at [info@wellbeingmt.com.au](mailto:info@wellbeingmt.com.au)

## **Refund & Returns Policy**

If for any reason you are not completely satisfied with your purchase we will give you a 30 day money-back guarantee from the time you receive the goods. Please email us at [info@wellbeingmt.com.au](mailto:info@wellbeingmt.com.au) within that time if you are not satisfied with your purchase so that we can resolve any problems. This excludes gift vouchers for which we do not offer a refund for once purchased. All gift cards expire after 6 months after the purchase date unless otherwise specified. We reserve the right to cancel any gift cards.

This refund policy does not apply to goods which have been worn or used, damaged after delivery, or if any attempt has been made to alter the product or if they have been dropped or broken. All products must be returned in their original condition. All postage and insurance costs are to be paid by the buyer. We recommend that you return the product via Registered post and that you pre pay all postage. You assume any risk of lost, theft or damaged goods during transit & therefore advise you take out shipment registration of insurance with your postal carrier. *Wellbeing Massage Therapy* will not be responsible or parcels lost or damaged in transit if you choose not to insure.

If you have any enquiries regarding this document please contact *Wellbeing Massage Therapy Pty Ltd*.