

Privacy Policy

Effective Date: 23rd January 2018

Last Updated: 11th February 2026

Worksharp (“we”, “us”, “our”) is committed to protecting your privacy and handling your personal information in an open and transparent manner in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

This Privacy Policy explains how we collect, use, disclose, store, and protect your personal information.

1. What Information We Collect

We may collect personal information including, but not limited to:

- Name, address, email address, and telephone number
- Organisation and job title
- Billing and delivery details
- Account and order information
- Payment details (where applicable)
- Uniform sizing and allocation data
- Communication records
- Website usage data (including IP address and cookies)

We only collect information that is reasonably necessary for our business operations.

2. How We Collect Personal Information

We may collect personal information through:

- Direct communication (email, phone, online forms)
- Online ordering platforms and portals
- Website enquiries
- Account applications
- Contracts and service agreements
- Meetings and consultations
- Website cookies and analytics tools

Where possible, we collect personal information directly from you.

3. Why We Collect Personal Information

We collect and use personal information for purposes including:

- Processing orders and managing accounts
- Providing products and services
- Managing uniform programs and allocations
- Issuing invoices and processing payments
- Communicating with customers
- Providing customer support
- Improving our services
- Meeting legal and regulatory requirements
- Marketing and promotional activities (where consent has been given)

We will not use your information for purposes unrelated to our business without your consent, unless required by law.

4. Disclosure of Personal Information

We may disclose personal information to:

- Delivery and logistics providers (e.g. Australia Post)
- Manufacturing and production partners
- IT and systems providers
- Payment processors
- Professional advisers (accountants, auditors, legal advisers)
- Government authorities where required by law

We take reasonable steps to ensure third parties handle your information securely and in accordance with privacy laws.

5. Overseas Disclosure

Some of our suppliers, manufacturers, or service providers may be located overseas. Where personal information is disclosed internationally, we take reasonable steps to ensure it is protected in accordance with Australian privacy standards.

6. Storage and Security of Information

We take reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification, or disclosure.

Security measures include:

- Secure servers and systems
- Access controls
- Password protection
- Staff confidentiality obligations
- Secure document storage

When information is no longer required, it is securely destroyed or de-identified.

7. Access and Correction

You have the right to access and correct your personal information.

If you would like to:

- Request access to your information
- Correct inaccurate information
- Update your details

Please contact us using the details below. We will respond within a reasonable timeframe.

8. Cookies and Website Analytics

Our website may use cookies and analytics tools to improve user experience and monitor website performance.

Cookies may collect information such as:

- Browser type
- Pages visited
- Time spent on site
- IP address

You may disable cookies through your browser settings, however this may affect website functionality.

9. Direct Marketing

We may use your personal information to send marketing communications about our products and services where permitted by law.

You may opt out of receiving marketing communications at any time by:

- Using the unsubscribe link in emails
- Contacting our office

10. Complaints

If you believe we have breached your privacy, you may lodge a complaint by contacting us using the details below. We will investigate all complaints and respond in a timely manner.

If you are not satisfied with our response, you may contact the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au.

11. Changes to This Policy

We may update this Privacy Policy from time to time. The latest version will always be available on our website. We encourage you to review this policy periodically.

12. Contact Us

For any questions, requests, or complaints regarding this Privacy Policy or your personal information, please contact us on the below information.



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W www.worksharp.com.au