

KINLYST PTY LTD

Privacy Policy

Last Updated: February 2026

1. Introduction and Scope

Kinlyst Pty Ltd ('we', 'us', 'our', or 'the Company') is committed to protecting your privacy and ensuring you have a positive experience on our website. This Privacy Policy outlines how we collect, use, disclose, and safeguard your personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

This Privacy Policy applies to all personal information we collect through our website, email communications, and related services. By accessing and using our website or signing up for our mailing list, you consent to the terms of this Privacy Policy.

2. What Personal Information is Collected

We collect minimal personal information to provide our services. Specifically, we collect:

Email Addresses: We collect your email address when you voluntarily sign up for our mailing list through our website sign-up form.

We do not collect any other personal information such as your name, phone number, address, or payment details unless you voluntarily provide it to us.

3. How Information is Collected

We collect your email address through the following methods:

Website Sign-Up Form: When you complete our mailing list sign-up form on our website, you voluntarily provide your email address. This is the primary method by which we collect personal information.

We only collect information that you explicitly provide. We do not use cookies or tracking technologies to automatically capture email addresses or other personal information.

4. Purpose of Collection

Your email address is collected and used solely for the following purposes:

Email Distribution: To send you emails and newsletters containing updates, information, and communications related to our services and products.

Mailing List Management: To maintain and manage our mailing list subscribers and ensure you receive relevant communications.

We will not use your email address for any other purpose without your prior consent. Your email address will not be used for marketing purposes outside the scope of our mailing list unless you have explicitly consented.

5. How Information is Stored and Protected

We are committed to protecting your personal information through appropriate security measures. We implement the following protections:

Secure Storage: Your email address is stored in secure, password-protected databases with access restricted to authorised personnel only.

Encryption: Data transmission between your browser and our website is secured using SSL/TLS encryption protocols.

Data Retention: We retain your email address for as long as you remain subscribed to our mailing list. Upon unsubscription, your email address will be deleted from our records within a reasonable timeframe.

While we implement reasonable security measures, no method of transmission over the internet or electronic storage is 100% secure. We encourage you to take appropriate precautions to protect your personal information.

6. Third-Party Disclosure

We do not sell, trade, or rent your email address to any third parties. Your personal information will not be disclosed to external organisations except:

Service Providers: We may engage third-party service providers (such as email service providers) who process your data on our behalf under strict confidentiality agreements to help us manage our mailing list and distribute emails.

Legal Requirements: We may disclose your information if required to do so by law, court order, or government request.

Business Transfers: In the event of a merger, acquisition, or sale of assets, your information may be transferred as part of that business transaction.

Any third-party service providers we use are required to maintain the confidentiality and security of your personal information and are prohibited from using it for any purpose other than providing the services we have engaged them to provide.

7. Access and Correction Rights (Australian Privacy Principles)

Under the Australian Privacy Principles (particularly APP 12 and 13), you have the right to:

Access: Request access to the personal information we hold about you. You can submit a request to access your information by contacting us using the details provided in Section 11 below.

Correction: Request that we correct any inaccurate or incomplete personal information. If we hold information about you that is inaccurate, incomplete, or misleading, we will take reasonable steps to correct it upon your request.

We will respond to your access or correction request within 30 days of receipt (or such longer period as permitted by the Privacy Act 1988). There is no charge for submitting an access or correction request.

8. How to Unsubscribe from the Mailing List

You may unsubscribe from our mailing list at any time by:

Email Opt-Out: Clicking the 'unsubscribe' link provided at the bottom of any email we send you.

Manual Unsubscribe: Contacting us directly at the email address provided in Section 11 below and requesting removal from our mailing list.

Upon receiving your unsubscribe request, we will remove your email address from our mailing list within a reasonable timeframe (typically within 5 business days) and cease sending you promotional emails. Please note that even after unsubscribing, we may still contact you regarding any transactions or important account information.

9. Cookies and Website Analytics

Our website may use cookies and similar tracking technologies to improve user experience and gather anonymous usage statistics. Cookies are small data files stored on your device that help us recognise returning users and analyse website traffic patterns.

We only use cookies that are necessary for website functionality or to gather non-personal, aggregated analytics information. We do not use cookies to track or identify you personally. You can control cookie settings through your browser preferences. Please note that disabling cookies may affect the functionality of our website.

10. Changes to the Privacy Policy

We reserve the right to modify this Privacy Policy at any time. Any changes will be effective immediately upon posting the updated policy to our website. The 'Last Updated' date at the top of this policy indicates when it was last revised.

We will notify you of any material changes to this Privacy Policy by posting the updated version on our website. Your continued use of our website and services following the posting of changes constitutes your acceptance of those changes. We encourage you to review this Privacy Policy regularly to stay informed about how we protect your information.

11. Contact Information

If you have any questions, concerns, or requests regarding this Privacy Policy or our privacy practices, please contact us at:

Kinlyst Pty Ltd

Email: hello@kinlyst.com.au

Website: www.kinlyst.com.au

We will respond to your enquiries within 5 business days.

12. Complaints Process and OAIC

If you believe we have breached the Privacy Act 1988 or the Australian Privacy Principles, you have the right to lodge a formal complaint.

Internal Complaint: First, please submit a complaint to us by contacting the details provided in Section 11 above. We will investigate your complaint and respond within 30 days.

External Complaint to OAIC: If you are not satisfied with our response or wish to lodge a complaint directly with the regulator, you can contact the Office of the Australian Information Commissioner (OAIC):

Office of the Australian Information Commissioner

Email: enquiries@oaic.gov.au

Phone: 1300 363 992

Website: www.oaic.gov.au

Post: GPO Box 2999, Canberra ACT 2601

The OAIC is the independent authority responsible for enforcing the Privacy Act 1988 and can investigate complaints about alleged breaches of the Australian Privacy Principles.