

PART 3 - HORIZONS OCCUPATIONAL THERAPY ONLINE PRIVACY

This section of our Privacy Policy explains how we handle your personal information which is collected from our website: www.horizonsot.com.au or engage in our Telehealth services.

This Privacy Policy applies to your use of our website, the use of any of the facilities on our website, and our Telehealth services.

3.1 Collection

When you use our website, we do not attempt to identify you as an individual user, and we will not collect personal information about you unless you specifically provide this to us.

Sometimes, we may collect your personal information if you choose to provide this to us via an online form or by email, for example, if you:

- submit a general enquiry via our contacts page;
- Add your child to our waitlist
- Engage in live chat with us
- Purchasing a product
- register to receive eNewsletters; or
- send a written complaint or enquiry to our Privacy Officer.

When you use our website, our Internet Service Provider (ISP) may record and log for statistical purposes the following information about your visit:

- your computer address;
- your top level name (for example, .com, .gov, .org, .au etc.);
- the date and time of your visit;
- the pages and documents you access during your visit; and
- the browser you are using.

Our website management agent may use statistical data collected by our ISP to evaluate the effectiveness of our website.

Our company is hosted on the wix.com platform. wix.com provides us with the online platform that allows us to sell our products and advertise our business to you. Your data may be sorted through wix.com's data storage, databases, and the general wix.com applications. They store your data on secure servers behind a firewall.

All direct payment gateways offered by [wix.com](https://www.wix.com) and used by Bizzy Beez Pty Ltd (trading as Horizons Occupational Therapy) adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, and American Express. PCI-DSS requirements help ensure handling of credit card information by our storage and its service providers.

Our Telehealth services are conducted through the Zoom platform. For more information on how Zoom collects and/or processes data, please see their Privacy Statement <https://explore.zoom.us/en/privacy/> . By signing this Privacy Policy, you are consenting to the Zoom Privacy Statement.

3.2 Cookies

Cookies are small pieces of data stored on a site visitor's browser, which allows our server to identify and interact more effectively with your computer. Cookies do not identify individual users, but they do identify your ISP and your browser type.

This website uses temporary cookies. This means that upon closing your browser, the temporary cookie assigned to you will be destroyed and no personal information is maintained which will identify you at a later date.

Personal information such as your email address is not collected unless you provide it to us. We do not disclose domain names or aggregate information to third parties other than agents who assist us with this website and who are under obligations of confidentiality. You may be able to configure your browser to accept or reject all cookies and to notify you when a cookie is used. We suggest that you refer to your browser instructions or help screens to learn more about these functions. However, please note that if you configure your browser so as not to receive any cookies, a certain level of functionality of the Bizzy Beez Pty Ltd (trading as Horizons Occupational Therapy) website and other websites may be lost.

3.3 Links to third party websites

We may create links to third party websites. We are not responsible for the content or privacy practices employed by websites that are linked from our website.

3.4 Use and disclosure

We will use any personal information collected via our website or during Telehealth sessions in accordance with our privacy policy.