

1. The kinds of Personal Information collected, used and disclosed by Niki Lee Aesthetics

We will only use or disclose your Personal Information for the primary purposes for which it was collected or as consented to by you. At or around the time we collect Personal Information from you, we will endeavour to provide you with a notice which details how we will use and disclose that specific information. We set out some common collection, use and disclosure instances in this table below.

Purpose	Type of Information	Uses	Disclosures
General enquiries	<ul style="list-style-type: none"> Contact information: Such as your name, address, billing address (if different to address), email address, phone numbers and social media platforms (if you provide those details). 	<p>The types of uses we will make of Personal Information collected for this type of purpose include:</p> <ul style="list-style-type: none"> Marketing: using your Personal Information for the purposes set out in "Marketing Services" section below. General administrative and security use: <ul style="list-style-type: none"> To protect Niki Lee Aesthetics' websites from security threats, fraud or other criminal activities. The use for the administration and management of Niki Lee Aesthetics. The maintenance and development of our products and services, business systems and infrastructure. In connection with the sale of any part of Niki Lee Aesthetics' business or a company owned by a Niki Lee Aesthetics entity. To provide customer services to clients and for quality assurance purposes. 	<p>The types of disclosures we will make of Personal Information collected for the type of purposes listed include, without limitation, to:</p> <ul style="list-style-type: none"> Service providers (including IT service providers and consultants, relevant medical practitioners) who assist Niki Lee Aesthetics in providing our products and services. Related bodies corporate of Niki Lee Aesthetics (including related entities). Third parties in connection with the sale of any part of Niki Lee Aesthetics' business or a company owned by a Niki Lee Aesthetics' entity. As required or authorised by law.

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Services and credit information	<ul style="list-style-type: none"> Contact and identifying information: <ul style="list-style-type: none"> Such as your name, address, billing address (if different to address), email address, phone numbers, marital status. Alternative Contact (name, address and phone number). Transaction Sales: Such as: <ul style="list-style-type: none"> Delivery information. Billing and account details. Bank account (including bank statements), credit or debit card details for payment. Details of required primary identification information (such as a current Australian drivers licence, Medicare card, passport, birth certificate, etc). Occupation and employment details (including, if applicable, pay slips). Customer Service: Information collected by us in performing customer service functions, including photographs and aftercare details. Emergency Contacts: details of your contact person or next of kin, your GP and relevant emergency services information. Limited sensitive information, including medical and health information which you provide to us as part of providing our products and services to you, such as <ul style="list-style-type: none"> medical history, including through integrated process notes; religious and racial details, each of the foregoing being only to the extent relevant to the provision of our treatments to you. Photographs: with your consent taking before, during or after treatment. 	<ul style="list-style-type: none"> Identity verification: if required, the verification of your identity. Services: the provision of our services to you including: <ul style="list-style-type: none"> Using your Personal Information in order for you to use the products and services offered. Payment processing, including charging, credit card authorisation, verification and debt collection. To provide customer service functions, including handling customer enquiries and complaints, and providing appropriate aftercare. To provide you with result comparisons (before, during and after). Vendor and Supplier payments: The processing of any payments and refunds, if applicable. Purchases of Niki Lee Aesthetics' products and services: Payment processing, including charging, refunds (if applicable), credit card authorisation, verification and debt collection. Online accounts: If you create an account with Niki Lee Aesthetics and you provide us your Personal Information, we will use it for: <ul style="list-style-type: none"> Processing of account transactions. Customer service related contact. Emergency Contacts: in case of a medical event requiring emergency information. General administrative and security use as detailed in the Uses column for "General enquiries". 	<p>In summary, we may disclose this type of Personal Information to:</p> <ul style="list-style-type: none"> Service providers (including IT service providers and consultants, relevant medical practitioners) who assist Niki Lee Aesthetics in providing our products and services. Emergency services providers, to the extent necessary in providing you assistance in the event of a medical emergency. Third parties connected with the sales process including ecommerce, payment gateway providers and financial institutions. Our contractors, agents and third party providers who undertake billing and credit services on our behalf. Third party providers who assist us in providing our products and services to you. Third parties, such as external debt recovery agents, court or other entities to which we are required by law to disclose Personal Information. The parties listed in the Disclosure column for "General enquiries".

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Marketing Services	<ul style="list-style-type: none"> Contact information: Such as your name, email address, current postal and residential addresses, phone numbers, country of residence (and, if applicable, age). Website enquiries: Such as your name, email address, phone number and any information you provide to us as part of your message. Online blogs/Forums: Information such as: <ul style="list-style-type: none"> User account information such as username and password and other contact information. Any other information provided to Niki Lee Aesthetics or posted on the Community Forum and Blogs. Social media activity: Including your social media information which you volunteer, "likes", comments posted, any of your oppositions or feedback, photos posted or uploaded and other information pertaining to your social media activities which concern, or relate, to Niki Lee Aesthetics. 	<ul style="list-style-type: none"> General marketing and consumer analytics: using your Personal Information: <ul style="list-style-type: none"> To aggregate with other information and to then use it for marketing and consumer analytics. To offer you updates and promotional material on products, events or information that may be of interest to you. For Marketing and promotional activities by us (including by direct mail, telemarketing and email) such as our email alerts, product awareness information and newsletters. For the Uses detailed above in "General enquiries". Online accounts or social media: If you create an account with Niki Lee Aesthetics or participate in our social media platforms (such as Facebook, Twitter and LinkedIn) and you provide us your Personal Information, we will use it for: <ul style="list-style-type: none"> Adding account holders to the marketing database. Customer service related contact. Responding to social media messages. Fulfilling social media platform rules. 	<p>We may disclose your Personal Information to:</p> <ul style="list-style-type: none"> Third parties connected with the marketing process who assist us in providing our products and services to you. The parties listed in the Disclosure column for "General enquiries".

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Human resources	<ul style="list-style-type: none"> Contact information: Such name, e-mail address, current postal and residential address, phone numbers, country of residence, next of kin contact details. Employee record information Identifying information: Such as your photo, passport and residency details, date of birth. CV, resume or application related information: Such as the details provided in your resume or CV, your eligibility to work in Australia, your education, previous employment details, professional memberships or trade qualifications. Tax, superannuation and payroll information: Such as your Tax File Number and ATO Declaration, Superannuation details and financial institution details. Background check information: Information obtained from you or third parties to perform background checks. Medical or health information which you voluntarily provide to us as part of pre-employment medicals, random drug and alcohol testing or such other information which may be related to an incident which has occurred during the course of your employment. Performance related information: Pre-employment testing and other information collected by Niki Lee Aesthetics' systems in the course of the employee or contractor's engagement with Niki Lee Aesthetics. Information collected from referees Security information: Such as CCTV footage and photographs taken on our premises. 	<ul style="list-style-type: none"> Background checks: Utilising the information collected for the purpose of assessing candidate suitability for role, including by obtaining: <ul style="list-style-type: none"> Verification of your identity and age. Criminal history background checks including publicly available information including Facebook, Twitter, Instagram, YouTube. Confirmation of eligibility to work in Australia. Confirmation of education and qualifications. Confirmation of previous employment. Consideration regarding medical leave. Administration and performance monitoring use: Utilising the information collected for the purpose of: <ul style="list-style-type: none"> Dealings related to the employer/employee relationship or the contractor/principal relationship (as the case may be). Use of such information whether or not the employment or contractor relationship is prospective, current or past. Use of such information to monitor systems, performance and time usage and internet usage. The use of your Personal Information collected in the administration and management of Niki Lee Aesthetics. In connection with the sale of any part of Niki Lee Aesthetics' business or a company owned by a Niki Lee Aesthetics entity. 	<p>We may disclose your Personal Information to:</p> <ul style="list-style-type: none"> Relevant superannuation company. Government agencies, including but not limited to The Australian Taxation Office, Centrelink and Child Support Agency. Relevant Worker's Compensation organisation (e.g. WorkCover etc). Third party referees provided by you in connection with an application made to Niki Lee Aesthetics. Service providers (including IT service providers and payroll providers), if any. Recruitment agents used in connection with your application with us. Third parties in connection with the sale of any part of Niki Lee Aesthetics' business or a company owned by a Niki Lee Aesthetics' entity. Third party parties in connection with obtaining any background checks, pre-employment screening. Financial institutions for payroll purposes. As required or authorised by law.