

## PRIVACY POLICY

Workbook, provided by ZNB Pty Ltd (ZNB), is committed to protecting User privacy.

### 1. COLLECTION OF PERSONAL INFORMATION

1.1 ZNB collects personal information from Users, including:

- a. Name
- b. Email address
- c. Password (encrypted)
- d. Payment information (via secure payment gateway)
- e. Student information (name, date of birth, grade level)

### 2. USE OF PERSONAL INFORMATION

2.1 ZNB uses collected information for:

- a. Service provision and maintenance
- b. User communication
- c. Billing and payment processing
- d. Compliance with legal requirements

### 3. DATA SECURITY

3.1 ZNB implements reasonable security measures to protect User data, including:

- a. Encryption
- b. Secure servers
- c. Access controls

#### 4. DATA RETENTION

4.1 ZNB retains User data for as long as the account remains active.

#### 5. DATA SHARING

5.1 ZNB does not share User data with third parties, except:

- a. Payment processors
- b. Law enforcement (upon request)

#### 6. USER RIGHTS

6.1 Users have the right to:

- a. Access their personal information
- b. Correct or update information
- c. Request data deletion (upon account closure)

#### 7. CHANGES TO PRIVACY POLICY

7.1 ZNB reserves the right to modify this Privacy Policy.

#### 8. CONTACT

8.1 For privacy concerns or questions, contact [admin@workbook.net.au](mailto:admin@workbook.net.au)

By using Workbook, Users acknowledge having read, understood, and agreed to this Privacy Policy.