



## Privacy & Security Policy

At the Biosecurity Authority of Fiji (BAF), we are committed to protecting the privacy and security of your personal information. This Privacy Policy explains how we collect, use, and safeguard your information when you visit our website and engage in transactions involving the use of credit cards. By accessing our website and using our services, you consent to the practices described in this Privacy Policy.

### 1. Information Collection:

**1.1 Personal Information:** We may collect certain personal information from you, such as your name, address, email address, phone number, and other relevant details, when you interact with our website or provide information voluntarily.

**1.2 Credit Card Information:** When you make a payment on our website, we collect and securely process your credit card information. However, please note that we do not store your credit card details on our servers. Instead, we utilize Payment Express via WESTPAC, a trusted third-party payment processor, known for its adherence to strict security standards.

### 2. Use of Information:

**2.1 Personal Information:** We may use your personal information to provide you with the services you have requested, respond to your queries process transactions, and improve the functionality of our website.

**2.2 Credit Card Information:** Your credit card information is used solely for the purpose of processing your payment. We do not share this information with any third parties, except as required to complete the transaction securely.

### 3. Information Disclosure:

**3.1** We may disclose your personal information to trusted third-party service providers who assist us in operating our website and delivering our services. These service providers are contractually obligated to maintain the confidentiality and security of your information.

**3.2** We may also disclose your information if required by law, regulation, or in response to a valid court order or governmental request.

#### **4. Security Measures:**

**4.1** We prioritize the security of your information. To safeguard the transmission of your personal and credit card information, our website uses industry-standard Secure Sockets Layer (SSL) encryption technology.

**4.2** We employ additional rigorous security measures, including the utilization of a Sucuri Firewall, to protect against unauthorized access, disclosure, alteration, or destruction of your information.

**4.3** It is important to note that while we make every effort to ensure the security of your information, no method of transmission or storage is entirely foolproof.

#### **5. Third-Party Links:**

**5.1** Our website may contain links to third-party websites or services. This Privacy Policy does not govern the privacy practices of those websites. We encourage you to review the privacy policies of those third-party websites or services before providing any personal information.

#### **6. Children's Privacy:**

**6.1** Our website and services are not intended for individuals under the age of 16. We do not knowingly collect personal information from children. If you are a parent or guardian and believe your child has provided us with personal information, please contact us, and we will promptly delete such information.

#### **7. Changes to this Privacy Policy:**

**7.1** We reserve the right to modify or update this Privacy Policy at any time. Any changes will be posted on our website, and the revised policy will become effective immediately upon posting. We encourage you to review this Privacy Policy periodically for any updates.

#### **8. Contact Us:**

**8.1** If you have any questions, concerns, or requests regarding this Privacy Policy or the management of your information, please contact us using the following information:

[[michael.bartlett@baf.com.fj](mailto:michael.bartlett@baf.com.fj)]

By accessing our website and using our services, you acknowledge that you have read, understood, and agreed to the terms and practices outlined in this Privacy Policy. Your continued use of our website constitutes your acceptance of any revised Privacy Policy.