

**TERMS & CONDITIONS RELATED TO
PURCHASES AND PERSONAL INFORMATION
AT BLARNEY BOOKS & ART**

Returns

You have 7 calendar days to return an item from the date you received/purchased it. To be eligible for a return, your item must be unused and in the same condition that you received it. Your item needs to have the receipt or proof of purchase. You will be responsible for paying for your own shipping costs for returning your item. Shipping costs are non-refundable.

Refunds

In accordance with Australian Consumer Law, full refunds will be available in the instance of major faults/defects. Once we receive your item, we will inspect it and notify you that we have received your returned item. We will immediately notify you on the status of your refund after inspecting the item. If your return is approved, we will initiate a refund to your credit card (or original method of payment). You will receive the credit within a certain amount of days, depending on your card issuer's policies.

Shipping and Delivery

Online Orders will receive an order confirmation showing your purchase.

Following your order, items will be shipped within 48 hours of open-shop days. During our physical shop being closed as a result of COVID-19, shipping of all online orders will be done twice a week. There may be slight delays during this time and we appreciate your understanding. An email notification will be sent via eParcel when your item has shipped. We are located in country Victoria so the transit time can vary from 1 to 5 business days depending on where you are in Australia.

For free local deliveries in Port Fairy, please ensure there is somewhere safe for us to leave your books (provide information in the cart notes section during checkout). We cannot be held responsible for any books damaged by weather or any other cause if no notes are provided to us informing of safe drop off locations.

Privacy Policy

Blarney Books & Art is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information. We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of personal information we collect include: names, addresses, email addresses, phone and facsimile numbers. This personal information is obtained in many ways including by telephone, by email or social media, via our website www.blarneybooks.com.au, from your

website, from media and publications, from other publicly available sources, from cookies and from third parties. We don't guarantee website links or policy of authorised third parties. We collect your personal information for the primary purpose of providing our services to you, providing information to our clients and marketing. We may also use your personal information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing. When we collect personal information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your personal information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Your personal information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

Your personal information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure. When your personal information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your personal information.

However, most of the personal information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Access to your Personal Information

You may access the personal information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your personal information, please contact us in writing. Blarney Books & Art will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your personal information. In order to protect your personal information we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is important to us that your personal information is up to date. We will take reasonable steps to make sure that your personal information is accurate, complete and up to date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Policy Updates

This Policy may change from time to time and is available on our website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

Blarney Books & Art

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