The Daily Desk – Privacy Policy

Nov 8, 2026 · @Mikeala Wheeler

About this policy

The Daily Desk (ABN 74 972 007 318) is a virtual business support service based in NSW, Australia. In this policy, "we", "us" and "our" refer to The Daily Desk.

We respect your privacy and handle personal information in line with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles. This policy explains what we collect, why we collect it, and how we keep it safe when you visit www.thedailydesk.com.au or work with us.

What information we collect

We only collect information we need to provide our services. This may include:

- your name, business name and contact details (email, phone number)
- details you share through our contact or enquiry forms
- information about your business needed to deliver our services, such as login details for tools or social media accounts you give us access to
- billing and invoicing details
- information about how you use our website, such as pages visited and device or browser type

We do not collect sensitive information (such as health information) unless you choose to provide it and it is needed for the work we do for you.

How we collect it

We collect information directly from you when you fill in a form on our website, email or message us, book a call, or become a client. We may also receive information from third parties you authorise, such as your team members or the platforms you ask us to manage.

Cookies and analytics

Our website may use cookies and analytics tools (such as Google Analytics or our website platform's built-in analytics) to understand how visitors use the site. This information is generally collected in a way that does not identify you personally. You can turn off cookies in your browser settings, although some parts of the site may not work as well.

How we use and share it

We use your information to:

- respond to your enquiries and provide quotes
- deliver the services you engage us for
- send invoices and manage payments
- keep you updated about your work with us
- send occasional updates or offers, if you have agreed to receive them
- improve our website and services

We never sell or rent your personal information. We only share it when needed to deliver our services, such as with trusted software providers we use to run the business (for example, email, scheduling, design, project management and accounting tools). We may also disclose information if required by law.

Some of these providers store data on servers outside Australia, such as in the United States. Where this happens, we take reasonable steps to make sure your information is handled securely.

Keeping your information safe

We store information securely using password-protected systems and reputable cloud-based tools. Client logins and access details are kept confidential and used only for the agreed work. When we no longer need your information, we delete or de-identify it.

Accessing or updating your information

You can ask to see the personal information we hold about you, or ask us to correct it, at any time. Just contact us using the details below and we will respond within a reasonable time.

Marketing emails

If you sign up to receive updates from us, you can unsubscribe at any time using the link in any email, or by contacting us directly.

Complaints

If you have a concern about how we have handled your information, please contact us first so we can try to fix it. If you are not satisfied with our response, you can contact the Office of the Australian Information Commissioner (OAIC) at oaic.gov.au.

Changes to this policy

We may update this policy from time to time. The latest version will always be on our website, with the date it was last updated.

Contact us

The Daily Desk

Email: mikeala@thedailydesk.com.au

Website: www.thedailydesk.com.au

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