



## **15.0 PRIVACY POLICY**

This Privacy Policy is designed to advise how we collect, manage, use, store and disclose personal information that we may request from time to time. This policy is dated 11<sup>th</sup> December 2014.

### **15.1 Personal information**

Personal information includes any information or opinion collected by the company that identifies an individual.

### **15.2 Kinds of information**

The personal information we collect may vary considerably depending on the reason for its collection, e.g. the information requested from a customer/potential customer will in all probability be very different from the information requested from an employee/potential employee and again very different from the information required from a sub-contractor. Depending of the reason for the information collected, the information requested may include, but this list is not necessarily exclusive:-

- Your name and address
- Contact details
- Personal details
- Next of kin
- Superannuation details
- Financial information details
- Credit card details
- Any other information we determine is necessary for any reason
- Any other information you determine is necessary to give us

### **15.3 Collection of your personal information**

Depending on the reason for the collection of personal information the usual source of this information is by application forms, sales quotes and/or online requests.

### **15.4 Reasons why we collect your personal information**

As outlined above we will collect, hold, use and disclose your personal information for a number of reasons, again this list is not exclusive:-

- To ensure we have correct details to manufacture and/or install our product to your requirements
- To ensure we are able to respond to your enquiries about our products
- To determine your suitability for the company to provide credit
- To enable us to access external credit reference services to enable us to determine your suitability to have credit provided
- To enable us determine your suitability to employment positions we may have available

### **15.5 Disclosure your personal information**

The company may disclose your personal information to external entities including, but not limited to:-

- Credit reporting agencies, particularly with a view to determine credit worthiness of an individual
- Any entity, particularly a government agency, that has authority to do so
- Related entities
- Our insurers
- The administrator of any superannuation fund of which an individual is a member

- Your referees, including your past/present employer
- With your consent, any other parties
- We are not likely to disclose your personal information outside Australia.

#### **15.6 Ensuring your personal information is accurate**

The company collects personal information to enable it to conduct its business effectively. It is therefore necessary that the information we hold is accurate and up-to-date. The company will take reasonable steps to ensure that the information it holds is accurate and individuals may contact the company in writing, as detailed below, to update their personal information.

#### **15.7 Storing personal information**

Personal information collected by the company is held in the main in secure electronic data bases. We take every precaution to protect your personal information from loss, misuse, unauthorised access, modification or disclosure.

#### **15.8 Access to the personal information**

You may request access to, and/or seek the correction of, personal information held by the company by writing to the company as detailed below.

#### **15.9 Lodging concerns and requests for access to personal information**

You may:-

- Request information about our Privacy Policy
- Request information on how we manage the personal information we hold
- Have a concern about how we deal with your personal information
- Wish to lodge a request for access to or updating of your personal information

Any of the above can be done by:-

- Writing to the Administration Manager of our company
- Addressing letter to PO Box 1367, Wangara DC, WA, 6947

#### **15.10 Make a complaint**

If you have a complaint about the way that the company has handled your personal information, you may lodge a complaint by:-

- Writing to the Administration Manager of our company
- Addressing letter to PO Box 1367, Wangara DC, WA, 6947