

Document Code: **DOC-PRI.POL**
Revision: 2 (2016.12.30)

SECURITY STRATEGIES' PRIVACY POLICY

Security Strategies (ABN 15 064 229 549) firstly respects the privacy of individuals.

Collection of Information

Security Strategies collects the personal information it needs to provide the products and services it offers.

Security Strategies also collects personal information about its customers and suppliers so that it can complete business transactions, purchase or deliver products and services, administer accounts, provide customer support and meet regulatory requirements.

Use and Disclosure

Security Strategies will generally use and disclose information it holds about an individual for the purpose for which it was collected for and for other related purposes for which the individual would reasonably expect it to use the information or to which the individual has agreed. That agreement might be written, verbal or implied from the conduct of the individual.

If Security Strategies engages anyone to do something on its behalf (for example not limited to, mailing houses, suppliers of internet support services, auditors, debt collection agencies, process servers or lawyers) then Security Strategies and the service provider may exchange information for the purposes for which the service provider has been engaged.

We also use personal information for planning, product development and research purposes.

Security Strategies may also use or disclose information where it is required or permitted by law to do so or where the use or disclosure is in the public interest.

Direct Marketing

Security Strategies does not disclose your information to organisations outside Security Strategies and its related companies or suppliers for the purposes of allowing them to direct market their products to you. If the law requires us to provide you with information about our products or services, we will provide that information to you even if you have elected not to receive information about our products and services generally.

Ensuring Your Personal Information is up to Date

We rely on the personal information we hold about you in conducting our business. Therefore, it is important that the information we hold about you is accurate, complete and up-to-date.

We take reasonable steps to ensure that the information we hold about you is accurate, complete and up-to-date whenever we collect or use it. This means that from time to time, we will ask you to tell us if there are any changes to your personal information. If you find that information we hold about you is incorrect, please contact us immediately and we will correct it.

Document Code: **DOC-PRI.POL**
Revision: 2 (2016.12.30)

Security of Your Personal Information

The security of your information is important to Security Strategies and we take reasonable precautions to protect your information from misuse, loss, unauthorised access, modification or disclosure. Some of the ways we protect your information include:

- External and internal premises security.
- Restricting access to personal information to staff who need it to perform their day-to-day functions.
- Maintaining technology products to prevent unauthorised computer access including identifiers and passwords.

Access and Correction

Generally Security Strategies allows individuals access to the information it holds about them within a reasonable time after they have made a request for access. In some instances Security Strategies will refuse to give an individual access to information. If it does so it will provide that individual with the reason it has refused them access.

Security Strategies will correct information it has about an individual if it discovers, or the individual is able to show, the information is incorrect. If an individual seeks a correction and Security Strategies disagrees that the information is incorrect, Security Strategies will provide the individual with its reasons for taking that view.

Security Strategies may charge a fee for informing an individual what information it has about them. This fee will be charged to cover Security Strategies reasonable costs in locating and supplying the information.

Updates to Security Strategies Data Protection Practices for the Internet

Security Strategies will from time to time review and revise its Internet practices and communicate any updates on its website. Minor changes may be made at anytime without notice. If we make a major change in the way that we use, disclose or protect internet registration information, we will highlight the change.

Security Strategies