

## BELTIN GROUP PTY LTD

### PRIVACY and CONFIDENTIALITY POLICY

#### **Policy Statement:**

Beltin Group acknowledges their responsibilities under the Privacy Code of Practice Part 3 of The Privacy & Personal Information Protection Act 1998 (NSW) and the Privacy Act 1988 (Federal).

Beltin Group recognises the importance of the personal and confidential information we hold about individuals and the trust they place in us. By explaining our Privacy & Confidentiality Policy to you, we hope that you will better understand how we keep personal information private and secure while using it to provide services and products.

We understand that when accessing our website or interacting with us online, the privacy and confidentiality of personal information is important to our customers. That's why we are committed to safeguarding the personal and financial details you provide us.

When applying for our products or services online we may request personal information such as your name and address, bank account details, email address and contact phone numbers. We also tell you how we use the personal information we collect, who we give access to that information and how you can access it, if we have retained it.

This privacy Policy applies to the services offered by Beltin Group Pty Ltd (ABN 84 103 289 8701)

#### **1. Personal information is important.**

Beltin Group is committed to safeguarding personal privacy. It recognises that individuals have a right to control how their personal information is collected and used. Providing personal information is an act of trust and it is taken seriously. Unless given consent to do otherwise, Beltin Group will only collect and use personal information as set out below.

#### **2. Why we collect personal information.**

Beltin Group will not collect or monitor any personal information n about an individual without their consent. The only personal information collected is what has been provided voluntary.

When a product is purchased or through marketing activities (online, over the telephone etc, personal information may be requested (such as name and address) in order to service product, provide upgrades or updated information, No one is obligated o provide personal information. However, failure to do so may result in Beltin Group being unable to sell you products and/or provide certain services.

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### 3. Using and disclosing your personal information

We will only collect personal information that you knowingly and willingly provide, for example by sending emails or completing online forms. Your email address will only be used for the purpose for which you have provided it and it will not be added to a mailing list or used for any other purpose without your consent. Personal Information will be used for the following primary purpose:

- to fulfil obligations under any sale and purchase contract and/or any other contract between the individual and Beltin Group.
- to render services related to Beltin Group business.
- to provide information about products and services.
- to obtain opinions or comments about products and/or services.
- to record statistical data for marketing analysis.

Beltin Group recognise the trust with which individuals provide personal information, and such information will not be used or disclosed for any other purpose without consent, except, in exceptional cases when disclosure may be required by law or is necessary to protect the rights or property of Beltin Group, or any member of the public, or to lessen a serious threat to a person's health or safety.

### 4. Contact by Beltin Group

Beltin Group may contact individuals or groups using the information that was provided in order to:

- send newsletters;
- respond to inquiries from individual or groups, and
- supply or service goods or products provided by Beltin Group.

Beltin Group does not send neither advertising information nor share or distribute any personal information with any third party. If an individual receives communications from Beltin Group that they do not wish to receive, they may remove their name from the database by contacting us. Please allow 14 days for this request to be processed.

### 5. Individual's right of access

Individuals have the right to review the information that may be recorded on the Beltin Group database. Information may be reviewed by contacting us.

### 6. Storage and security of personal information

When we capture your personal information it is passed through a secure server to ensure it is protected over the Internet.

Stored information about you is further protected from unauthorised access through the use of multiple firewalls\*, secure passwords and sign in processes.

Beltin Group employees and data processors are obliged to respect the confidentiality of any personal information held by Beltin Group. However, security of communications over the Internet cannot be guaranteed, and therefore absolute assurance that information will be secure at all times cannot

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be given. Beltin Group will not be held responsible for events arising from unauthorised access to personal information.

**As we plan to keep our statement on privacy current, this information can be subject to change. Please return periodically to review the latest on Internet privacy.**

\*Any of a number of security schemes that prevent unauthorised users from gaining access to a computer network or that monitor transfers of information to and from the network.

### **Problems or queries**

Queries relating to the Privacy Policy, or any problems or complaints may be directed by emailing [corporate@beltingroup.com](mailto:corporate@beltingroup.com)

### **Beltin Group's Privacy Policy – our guarantee**

At Beltin Group we believe an individual's right to keep their personal information private is highly important. We are committed to protecting and maintaining the privacy, accuracy and security of your personal and financial information.

**Beltin Group Pty Ltd in Australia is bound by the National Privacy Principles for the handling of personal information. (To find out about the National Privacy Principles, contact the Office of the Federal Privacy Commissioner.)**

### **Responsibility:**

Chief Executive Officer

### **Date of Implementation:**

28 June 2007

### **Date of Review:**

28 January 2008

### **Related Procedures:**

Recruitment and Induction

Access and Equity