

# Privacy Policy.

**We respect** and are committed to protecting your privacy. That is why we have adopted a Privacy Policy, which allows you know how your personal information is processed and used.

**We promise** that we will take steps to use your personal information only in ways that are compatible with our Privacy Policy and relevant legislation in Australia.

The following statements disclose our Privacy Policy.

When a customer requests information about our products or makes a purchase, data such as contact details and normal financial information, where relevant, is automatically recorded on our database. Subsequent information gleaned by way of conversation with you may also be added.

**We use** reasonable precautions at all times to keep secure the information disclosed to us.

**We do not** collect and evaluate this information on individuals other than to be aware of factors which we consider pertinent to the offering of appropriate products and assisting you make informed decisions.

Should any additional data be sought, eg for a specific promotion or questionnaire, we will clearly indicate the purpose of the inquiry before the information is requested.

**You can choose** whether to allow such data to be held or made available to any party nominated by yourself. A copy of data held will be made available to yourself or your Agent, on written request from yourselves.

**We may** from time to time send e-mail or correspondence announcing new products and services, but will not send you email that you have not agreed to receive.

**Your personal** information will not be revealed to any other individual or company, other than to conform to the edicts of the Law or comply with a legal process. Furthermore, we will not be responsible for any breach of security or for any actions of any third parties that consequently receive the information.