

Permitz Group Pty Ltd

Privacy Statement

Version 2.2: October 2014

General

This Privacy Statement relates to Permitz Group Pty Ltd (ABN 54 152 925 141) of Suite 9, 18 Karalta Road, Erina NSW.

This Privacy Statement sets out how we collect, store, disclose and update any data we collect about you and is effective from 14 October 2014.

Access to our Privacy Statement is free. If you would like us to post you a copy of our Privacy Statement or have any questions about it or its contents, please call us on (02) 8324 7406.

We endeavour to be transparent and to implement best practice with regards to how we collect and use your personal information.

From time to time we will update this Privacy Statement without prior notice. We will notify you by updating the Statement on our website.

Competition Draws

This section of our Privacy Statement relates to personal information we collect or are sent in relation to a competition draw. If Permitz Group is conducting a competition draw on behalf of another company (often referred to as the Promoter) we may collect personal information when entries to a competition draw are sent to us. In such a case **we will only** use personal information

provided / collected for the purposes of conducting the draw and notifying potential winners in accordance with the terms and conditions that govern the competition. When we have concluded the draw we will send the Promoter details of the potential winner for validation. We may then notify the potential winner via email and may publish the details of the potential winner (first initial, last name and suburb only) online or in a newspaper. We may also disclose personal information of those included in a competition draw to a Law Enforcement or Government Agency if disclosure is required by law. We will delete competition draw data as soon as possible after we have no use for it or are required to hold on to it by law. We will not sell personal information collected for a competition draw.

Collection of information

We aim to only collect information that is absolutely necessary to provide you with any service you have requested. If you would prefer to remain anonymous, we are happy to still deal with you provided that we don't need to know who you are. We do not collect sensitive personal information.

When requesting services from Permitz Group you may be required to provide personal information that will allow us to identify you and also provide you with any services you request, including to apply for Competition Permits. If you fail to provide us with the personal information we request, we may not be able to offer you our services. The information that we collect as part of this process may change from time to time.

You may be required to provide us with additional information by other means including, but not limited to, email, phone or mail. When we ask you for further information in addition to that you provide to us initially, we will tell you why we are collecting that information and you are not required to provide that information.

Any information we collect about you will be kept securely by us unless an event beyond our control

disrupts the measures we have in place. We use up-to-date security, firewall, anti-virus and encryption software to ensure the security of the data we keep. We have procedures in place with regards to staff access to personal information and ensure that only those staff who need to know you have access to your information.

Use of anonymous information

Any visitor to our Website will leave a trace in the form of an IP address. This information is not personal in that we cannot use it to identify you. However, you should be aware that we do collect this information to help us determine how and why people visit our Website and to improve our Website and the Services that we offer and to market to organisations as determined by the IP address.

Use of personal information

Other than in relation to personal information collected for the purposes of conducting a competition draw, Permitz Group uses your personal information to provide you with any goods or services that you request, to update our Website, to improve the Services that we provide and to develop our business. If you consent to us doing so we may use your personal information to send you marketing messages including by electronic means, SMS, MMS for an unlimited period. You may opt out of receiving such messages at any time provided such messages are sent by us. We will give you the opportunity to opt out within the message that we send to you.

Our Website will also contain links to third party websites. In visiting third party websites, the collection, use or disclosure of any personal information will not be subject to this Privacy Statement. We are not able to determine or control how a third party will use your personal information.

International disclosure

We do not disclose personal information overseas.

Disclosure

Other than in relation to personal information collected for the purposes of conducting a competition draw, we may disclose your personal information to the following people/ companies:

- Essential service providers. There may be other companies that we rely on to provide Services to you. We may be required to provide your personal information to these companies to ensure that we can deliver Services to you.
- Law enforcement or government bodies. There are exceptions under the Privacy Act with regards to the provision of personal information to law enforcement or government bodies. When a legitimate request is sent to us by a law enforcement or government body we will comply with that request and may provide personal information about you without your consent.
- Companies related to us or who take control or part or all of our business. In providing personal information to us you will need to be aware of the possibility that, in future, another company may take control of part or all of our business. In that case, your personal information will be provided to that company.

Access and correction: personal data

You can request access to the personal information that we hold about you by contacting us. We will endeavour to provide a written response to you within 5 business days. If any changes are required,

we take reasonable steps to correct the information so that it is accurate, complete and up to date.

We may charge a fee for access or correct, if permitted to do so by law.

Complaints

If you are concerned about how we have dealt with your personal information you should first contact us. We will endeavour to send you a written response within 5 business days.

Our email is: info@permitzgroup.com

This Privacy Statement is owned and managed by Permitz Group (website: www.permitzgroup.com.au).