

INDUSTRIAL ENGINEERS & SPRING MAKERS

PRIVACY POLICY

Your privacy is important to us and we are committed to the protection of your personal information. We are guided by the National Privacy Principles and our procedures regarding personal information are designed to ensure that your rights under the National Privacy Principles are protected.

We will be open about how we handle personal information. We will do this by:

- Telling you when we collect personal information, what we will use the information for and to whom we may disclose it.
- Giving you a detailed explanation of our Privacy Policy when you ask for it.
- Giving you access to personal information that we hold about you if you ask for it.

You have the right to access personal information that we hold about you under the National Privacy Principles. Details of how you may make a request are set out at the end of this Privacy Policy.

Why do we collect personal information?

- To keep ourselves informed of prevailing market conditions and trends.
- To identify new markets and trends.
- Because people provide personal and/or sensitive information when applying for credit or employment.

We also collect personal information about persons who:

- Apply to us for employment; or
- Are involved in the supply of goods and services to us.
- To whom we extend credit.

We do not actively seek to collect sensitive information, but we may from time to time hold sensitive information. We will not disclose this sensitive information to anyone else, as part of our normal course of business. Sensitive information may be used for assessing suitability for employment, (for example information about health and fitness for a particular job).

We collect information about the use of our web site for analysis purposes (for example, we obtain information regarding web trends and web page usage such as country of origin). Any personally identifiable characteristics are removed and users remain anonymous.

To whom do we disclose personal information?

We may need to disclose personal information to various people. For example, in complying with a legal matter (eg police request) or in checking the financial status of a potential account customer, to whom we intend to provide credit.

We may also provide your details to service providers such as insurance providers and related agencies (eg Work Cover). We reserve the right to disclose your personal information in the following situations:

- where we have reason to suspect that unlawful activity is or has been engaged in and we need to use or disclose your personal information or data to investigate that suspected unlawful activity;

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- or where the use or disclosure is required by law and it is reasonably necessary to disclose the information to prevent an offence, or threat to life or health.

The information we collect from you is held in accordance with all applicable privacy laws, codes and policies. We will not reveal, disclose, sell, distribute, rent, licence, share or pass that information on to any third parties for marketing purposes.

Management and storage of personal information.

We take active steps to protect the security of personal information.

Some of our records are paper based. These records are kept in secure premises away from the general public. We also keep some information in an electronic form. Records kept electronically are within a computer system that contains features such as password and virus protection. We keep personal information for the amount of time required by law. This also applies to records such as employment records. After that time, we may destroy the information.

Electronic data transmissions sent to or from Industrial Engineers and Spring Makers are routinely monitored for quality control. While no data transmission over the internet can be guaranteed to be 100% secure, we take all reasonable steps to protect information within the systems that we can control. You are responsible for the security of and access to your own computer.

How do we make sure that information is accurate, complete and up to date?

We try to ensure that any personal information that we hold is accurate complete and up to date. We do this by collecting information from you directly or from reliable sources including publicly accessible date bases (eg telephone listings). If we become aware that the information is inaccurate, incomplete or out of date on our records we will correct that information or if necessary delete it from our records.

Contacting us about privacy issues.

If you wish to:

- Obtain more information;
- Obtain access to personal information that we hold about you; or
- Contact us because you believe that we have breached your privacy,

then you may contact our Privacy Officer. Address your written request to Privacy Officer (Human Resources Coordinator), Industrial Engineers and Spring Makers (Sales) Pty Ltd. PO Box 61, Hindmarsh SA 5007. We may charge a fee to cover any costs that we may incur in processing your request. We reserve the right to decline to correct and/or update and/or provide information where:

- Providing access would be unlawful.
- We do not have a legal obligation to provide information.
- Providing access would have an unreasonable impact upon the privacy of other individuals.
- A request is frivolous or vexatious.
- Providing access would reveal business intentions that may be commercially sensitive.

Glossary:

		privacy_policy.doc
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Personal information is information or an opinion (including information or an opinion on a database) whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can be reasonable ascertained from the information or opinion.

Sensitive information is information on an opinion about an individual's health, racial or ethnic origin, political opinions, membership or a political association, religious or philosophical beliefs, membership of a trade union or professional association, sexual preferences or criminal record.