



HALLWELD BENNETT PRIVACY POLICY

Hallweld Bennett Pty. Ltd. ABN 15 161 086 595 known as ("Hallweld Bennett") Privacy Policy

Introduction

This Privacy Policy applies to personal information collected by Hallweld Bennett. Hallweld Bennett is committed to protecting your privacy and respects and upholds your rights under the National Privacy Principles contained in the Privacy Act 1988 (Cth) ("Privacy Act

Personal information

Personal information is information or an opinion about an individual whose identity is apparent, or can be reasonably ascertained, from that information or opinion. Personal information we may collect from you includes, without limitation, your name, address, email address, telephone number(s), credit card and other payment/bank details.

Collection

Hallweld Bennett will collect personal information only by lawful and fair means and not in an unreasonably intrusive way. If it is reasonable and practical to do so, Hallweld Bennett will only collect personal information about you directly from you. Hallweld Bennett will not collect personal information unless the information is necessary for our functions and activities.

What does Hallweld Bennett do with your personal information?

Hallweld Bennett uses your personal information for the purposes of:

- providing our services to you;
- our internal management needs;
- our marketing activities;
- responding to any inquiries or comments that you submit to us;
- any other purpose you have consented to; and
- any use which is required or authorised by law.

Disclosure of personal information

Hallweld Bennett may disclose your personal information:

- to third-parties we ordinarily engage for the above purposes;
- any person or entity to whom you have consented to Hallweld Bennett disclosing your personal information to; and

- any person or entity to whom we are required or authorised to disclose your personal information to in accordance with the law.

Openness

You may request access to your personal information by contacting our customer service team at sales@hallweld.com.au If you believe that Hallweld Bennett holds personal information about you that is not accurate, complete or up-to-date, then you may request its amendment by Hallweld Bennett.

Hallweld Bennett may charge a reasonable fee to cover the charges of retrieving your personal information.

Hallweld Bennett will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

Opting Out

At any time you may opt out of receiving any communications from us (other than as required for our primary purpose or by law). Unless you opt out, your consent to receive communications from us and to the handling of your personal information as detailed above will continue. To opt out of receiving any further communication from Hallweld Bennett, email us at sales@hallweld.com.au

Contact information

If you require further information regarding this policy or have any questions about its enforcement by Hallweld Bennett, please contact us at <u>sales@hallweld.com.au</u>

Website

When transmitting personal information from your computer to the Hallweld Bennett website, you must keep in mind that the transmission of information over the Internet is not always completely secure or error-free. Other than liability that cannot lawfully be excluded, Hallweld Bennett will not be liable in any way in relation to any breach of security or any unintended loss or disclosure of that information.





Miscellaneous

Hallweld Bennett reserves the right to modify this Privacy Policy in whole or in part from time to time without notice and amendments will be effective immediately upon posting of the amended policy.