

## PRIVACY POLICY

We are covered by the Federal Privacy Act and its National Privacy Principles (NPPs), which set out standards for the collection, use, disclosure and handling of personal information.

Personal information is essentially information or an opinion about a living individual whose identity is apparent or can reasonably be ascertained from the information or opinion (e.g. a name and address).

Our Privacy Policy applies to any personal information we collect, use or disclose after 21<sup>st</sup> December, 2001. It does not apply to our employee records.

### **How and why we collect personal information**

We collect personal information either directly from the relevant individuals or indirectly from third parties.

We collect personal information to be able to provide our various services. *These include, insurance broking and claims management.*

### **How we use and disclose personal information**

We do not use or disclose personal information for any purpose that is unrelated to our services and that you would not reasonably expect (except with your consent).

We have a duty to maintain the confidentiality of our client's affairs, including personal information. Our duty of confidentiality applies except where disclosure of your personal information is with your consent or compelled by law. We usually disclose personal information to third parties who assist us or are involved in the provision of our services.

*For example, in arranging and managing your insurance needs we may provide information to insurers, re-insurers, other insurance intermediaries, insurance reference bureaus, our advisers such as loss adjusters, lawyers and accountants, and others involved in the claims handling process.*

We take reasonable steps to ensure that your personal information is accurate, complete, and up to date whenever we collect or use or disclose it.

If the required personal information is not provided, we or any involved third parties may not be able to provide appropriate services.

### **What we expect of you and third parties we deal with**

When you provide us with personal information about other individuals, we rely on you to have made them aware that you will or may provide their information to us, the purposes we use it for, the types of third parties we disclose it to and how they can access it (as described in this document). If it is sensitive information we rely on you to have obtained their consent to the above.

***If you have not done either of these things, you must tell us before you provide the relevant information***

If we give you personal information, you and your representatives must only use it for the purposes we agreed to.

Where relevant, you must meet the requirements of the National Privacy Principles set out in the Privacy Action 1988, when collecting, using, disclosing and handling personal information on our behalf.

You must also ensure that your agents, employees and contractors meet the above-mentioned requirements.

**Security of your personal information**

We endeavor to protect any personal information that we hold from misuse and loss, and to protect it from unauthorized access, modification and disclosure.

For example – We maintain physical security over our paper and electronic data stores and premises, such as locks and security systems. We also maintain computer and network security; for example, we use firewalls (security measure for the Internet) and other security systems such as user identifiers and passwords to control access to computer systems)

**Transfer of information overseas**

We may transfer your personal information overseas where it is necessary to provide our service. For example, we sometimes use the internet to collect and process information. In addition, some insurers or re-insurers are based overseas and we need to provide your personal information to them to arrange your cover. In most cases, we only do this with your consent.

**Opting out**

If we sent you any information about services or products, or you do not want us to disclose your personal information to any other organization (including related bodies corporate) you can opt out by contacting our Privacy Officer.

**How to contact us**

If you wish to gain access to your personal information, or you want us to correct or update it, or you have a complaint about a breach of your privacy or any other query relating to our Privacy Policy, contact our Privacy Officer during business hours on:

Telephone:	(08) 8363 0202
Facsimile:	(08) 8363 1958
Mail:	PO Box 38 Marden SA 5070
Website:	<a href="http://www.maxton.com.au">www.maxton.com.au</a>

If you do not wish to receive promotional documentation (excluding insurance renewals, policy wordings and any other requested documentation), please advise us via email or telephone so that we can preclude you from our Contact Register..