

PRIVACY POLICY

Alsafepremix Pty Ltd

Alsafepremix Pty Ltd
ABN 36 003 290 999 and its Subsidiaries



In keeping with our Value of Respect, Alsafepremix Concrete Pty Ltd recognises the importance of the privacy of individuals who have dealings with Alsafepremix, such as customers, suppliers and employees. The Company is bound by the National Privacy Principles, to the extent required by the Privacy Act 1988. This policy outlines how Alsafepremix Concrete Pty Ltd and any subsidiaries (Alsafepremix) collect, use and manage personal information.

Personal information Alsafepremix collects

Alsafepremix only collects personal information that is necessary for the Company to perform its functions. Personal information that Alsafepremix may hold includes the following:

- Name, address and contact details;
- Date of birth;
- Employment and income details;
- Bank account and credit reference details;
- Details of the products and services provided to an individual by Alsafepremix.

How Alsafepremix collects personal information

Alsafepremix collects personal information directly from an individual where reasonable and practical. Alsafepremix may also collect such information from other sources, including:

- Other entities who provide services to Alsafepremix related to the products and services provided to an individual by Alsafepremix;
- Credit providers and credit reporting agencies (only if a credit application is made);
- Publicly available sources of information;
- An individual's representatives (eg, spouse, professional adviser);
- Subsidiaries of Alsafepremix Concrete Pty Ltd.

How Alsafepremix uses personal information and to whom it is disclosed

Alsafepremix uses personal information generally to provide an individual with products and services requested, and to respond to queries. Alsafepremix may also use personal information to make an individual aware of Alsafepremix's other products and services or offerings provided by Alsafepremix in conjunction with its business partners or associates.

Alsafepremix understands the importance of keeping personal information private, and only discloses such information to third parties in limited circumstances. Third parties to whom Alsafepremix usually discloses information include:

- Credit providers and credit reporting agencies;
- An individual's representatives;
- Alsafepremix's professional advisers;
- Government and regulatory authorities;
- Subsidiaries of Alsafepremix Concrete Pty Ltd.

Alsafepremix also discloses personal information to contractors who manage services provided to an individual on Alsafepremix's behalf, including:

- Mailing services;
- Billing and debt recovery functions;
- Customer inquiry services;
- Marketing functions.

Information is only disclosed to those companies to the extent necessary to enable them to provide these services.

How Alsafepremix stores personal information

Alsafepremix maintains strict procedures and standards and takes all reasonable steps to prevent unauthorised access to, or disclosure of, personal information. Alsafepremix takes all reasonable steps to protect an individual's information from misuse or loss. Once an individual's information is no longer needed by Alsafepremix, reasonable steps are taken to destroy or de-identify it.

Accessing and updating personal information

In most cases an individual can gain access to personal information held by Alsafepremix. To make a request to access or update personal information held by Alsafepremix, contact Alsafepremix in writing. Alsafepremix may charge a fee to cover the cost of retrieving and copying requested information.

Complaints and further information

Further information may be obtained about how Alsafepremix manages personal information from the Privacy Officer (see contact details below). If an individual believes that Alsafepremix has breached its privacy obligations or that individual's privacy rights in any way, a complaint can be made to the Privacy Officer (see contact details below). Alsafepremix will endeavour to act promptly in response to a complaint.

Updates to this Policy

This privacy policy may vary from time to time and changes will be published on Alsafepremix's website (www.alsafepremix.com.au). Feb-2013

Alsafepremix contact details

Please contact Alsafepremix about privacy-related issues by post, facsimile or email:

The Privacy Officer

Alsafepremix Pty Ltd

PO Box 297
Somerton Victoria 3062
Ph: (03) 9308 6300
Email: credit@alsafepremix.com.au