

# PRIVACY POLICY

## **The Privacy Act**

The National Privacy Principles set out in the Privacy Act of 1988 have been amended to include Private Sector organisations as of the 21st December 2001. Organisations must now comply with the Principles which provide guidelines for the collection, use, storage, security and disclosure of personal and sensitive information. Individuals have the right to know what information an organisation holds about them and to have the information that is incorrect amended.

## **Your Personal Information is Important to Us**

The SX5 Group of companies is committed to protecting your privacy. We recognise that you have a right to control how your personal information is collected and used. We know that providing personal information is an act of trust and we take that seriously. The SX5 Group of companies is bound by the National Privacy Principles contained in the Privacy Act 1988.

## **Collecting Information About You**

The SX5 Group of companies will only collect personal information which is necessary for the purpose of conducting its business. As the SX5 Group of companies has different business units, we may need to disclose personal information within the group in order to conduct our business.

## **Using and Disclosing Your Personal Information**

Any personal information you give us is used solely for the purpose given and will not be shared, sold, or given to any third parties, unless required or authorised under the exemptions set out in the Privacy Act.

## **Quality of Personal Information**

Our aim is to ensure that your personal information is accurate, complete and up to date. Please contact us if the information you have provided us changes and we will use all reasonable efforts to correct the data.

## **Storage and Security of Your Personal Information**

The SX5 Group of companies takes all reasonable steps to keep any personal information which we hold about you protected from loss, misuse or unauthorised access, modification or disclosure.

## **Access To Personal Information**

You can request access to any personal information that we hold about you at any time. This is subject to some exceptions allowed by law. To request access please contact us using the details provided below. Depending on the complexity of your request, a small charge may be applicable.

## **Collection of Sensitive Information**

We will not collect sensitive information about you that reveals your racial or ethnic origin, political opinions, religious or philosophical beliefs or affiliations, membership of a professional or trade association, membership of a trade union, details of health, disability, sexual orientation, or criminal record.

## **Emails**

Any emails we receive from you will only be used for the purpose given and are subject to the conditions set out in this Privacy Policy. Please note, as email communication is not secure, any personal information you send via email is done so at your own risk.

## **This Privacy Policy Does Not Apply to:**

- (a) acts or practices of the SX5 Group of companies that are directly related to employee records of current or former employees
- (b) Information about companies, individual partners or sole traders acting in a business capacity

## **Policy Reviews**

We may from time to time review and revise our policies. Accordingly, we reserve the right to change this Privacy Policy at any time.

## **Contacting Us**

If you have any questions about this Privacy Policy, our privacy practices, or you wish to make a privacy complaint, please contact us.