

Privacy Policy

INTRODUCTION.

This policy is intended to assist staff, clients, suppliers and other individuals to understand the purpose and reason for the collection and use of personal information by **adelaide business bureaux**.

adelaide business bureaux acknowledges its responsibilities in the proper handling of personal information it collects and holds. The Privacy Act as amended formalises **adelaide business bureaux's** existing privacy obligations to individuals and business entities whose personal information is held by **adelaide business bureaux**.

adelaide business bureaux is a Data and Mail Processing service company. Our core business is therefore dealing with information – mostly Personal Information. The information we hold can be categorised as follows:

- 1 Personal information relating to our Clients and Suppliers required for normal business activities, administration and account management.
- 2 Information which is provided to our clients in the pursuit of their business – this information is all available in the public domain, and is normally used in the discipline of Direct Marketing.
- 3 Personal information provided to us by our clients and used in processing under their instructions. Name and address details form the bulk of this information, but at times is extended to include shopping habits, lifestyle, financial or investment preferences.

When engaged by our clients in processing that involves the handling of personal information, we will obtain from those clients an assurance that collection of information has been made lawfully and in compliance with the National Privacy Principles, including any necessary consent for the intended use of the information.

adelaide business bureaux follows the National Privacy Principles – as outlined.

Collection of Personal Information

Only information that is necessary for the conduct of its business operations is collected by **adelaide business bureaux** from clients and suppliers. Personal information is on occasions supplied to **adelaide business bureaux** by its clients for the purpose of processing a job under its instructions. Any information collected by **adelaide business bureaux** will be done by lawful and fair means and without being intrusive.

All clients and suppliers of **adelaide business bureaux** have been advised of the existence of our Privacy Policy.

Use and Disclosure of Personal Information

adelaide business bureaux will only use or disclose information for the purpose for which it was obtained. Personal information is not used for any other purpose unless the individual's consent has been gained for the subsequent use.

Information collected and or stored for one client is never used for or disclosed to another client or third party.

Data Quality

adelaide business bureaux does everything in its power to ensure that personal information is accurate, complete and up to date. Updating information is considered as "collection" and is undertaken in accordance with the provisions as contained above.

Data Security

Processes are in place to ensure that personal information is protected from misuse, loss and unauthorised access, modification or disclosure. All employees sign a confidentiality agreement which extends to client information.

adelaide business bureaux disposes of or de-identifies any personal information which is no longer required in a safe and secure manner.

Openness

The **abb** privacy policy is available to anyone on request, and is available at the company website at www.abb.on.net. On written request, **adelaide business bureaux** will disclose in general terms what sort of information it holds about any client or supplier, why that information is held and how it is used.

Access

Upon written request, individuals will be provided with details of personal information held about them.

Correction

If someone finds that information held about them is inaccurate, incomplete or out of date, all reasonable steps will be taken to correct that information.

Anonymity

Wherever possible or practicable, individuals have the option of not identifying themselves when entering transactions. **adelaide business bureaux** will not use or disclose any Tax File number or other government issued identifiers, other than the ABN, to identify a record of personal information, except as required by law.

Transborder Data Flows

adelaide business bureaux will not disclose personal information to a recipient in a foreign country that is not subject to a comparable information privacy scheme (except with the individual's consent).

Sensitive Information

Sensitive information (health information, ethnicity, sexuality, marital status etc) will not be collected unless the individual has consented, it is required by law or, in special circumstances relating to health services (eg relevant to public health or safety).

Contact

Any requests or questions in relation to **adelaide business bureaux's** Privacy policies and responsibilities must be addressed in writing to:

The Privacy Officer
adelaide business bureaux
2a George Street
HINDMARSH SA 5007

Summary

adelaide business bureaux is committed to safeguarding privacy in line with our own corporate values as well as complying with the requirements of the National Privacy Principles. We have electronic, procedural and physical safeguards to protect personal information we may hold, and use secure methods to destroy or de-identify personal information as soon as the law permits or it is no longer required by us for any purpose for which the information was used or disclosed under the Act.

The Privacy Act – The Act and all the relevant information you will need can be accessed through the user friendly website of the Office of the Federal Privacy Commissioner at www.privacy.gov.au.