

# PRECISION

Computer Stationery Manufacturers

## Privacy Policy

Precision Business Forms Pty Ltd are committed to protecting your personal privacy. We are bound by the Australian Privacy Principles (“APP’s”) within the Privacy Act 1988 (Cth).

In the course of carrying out our business we only collect and store information that is necessary to carry on our business. We may collect personal information from prospective employees, clients, contractors, employees of contractors and other individuals or businesses.

Personal information may include:

- Name and Contact details (job title, company name, company address and email address).
- Personal preferences, consumer habits, memberships
- Letter or emails which contain personal information
- Notes on job interviews, database of individual suppliers
- Photographs

This information will only be used to conduct business transactions, for example we may use this personal information if you request a quotation or provide photographs to be included on your printed matter.

Wherever possible we will only collect information about you directly from you. If we collect information about you from another source we will as soon as possible make sure you know we have done this.

In the event that you apply for a position with Precision Business Forms Pty Ltd we will hold your resume securely and strictly for recruitment purposes only.

We will ensure that all personal information collected is accurate, up-to-date and complete.

We will ensure that all personal information collected is kept secure and that information no longer required is destroyed.

We will not disclose your personal information to overseas sources.

### **If you have a problem or question**

If you have a privacy related question or problem please contact our privacy officer by mail to PO Box 67 Virginia Qld 4014 or email to [precision@precisionforms.com.au](mailto:precision@precisionforms.com.au)

You may request access to Personal Information about you that we hold and you may ask us to correct your Personal Information if you find that it is not accurate, up-to-date or complete. You may also make a complaint about our handling of your Personal Information.

To protect your privacy and the privacy of others, we will need evidence of your identity before we can grant you access to information about you or change it.

We undertake to respond to requests or complaints within 30 days. If the request will take longer to resolve, we will provide you with a date by which we expect to respond.

For more information about privacy issues please visit [www.privacy.gov.au](http://www.privacy.gov.au)

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