



## ADVANCED ENGINEERING GROUP PTY LTD

### PRIVACY POLICY AND DISCLOSURE STATEMENT

Advanced Engineering Group ("AEG") is subject to the National Privacy Principles in the Privacy Act 1988 (Cth). This Privacy Policy and Disclosure Statement explains in general terms how AEG protects the privacy of your personal information under the National Privacy Principles. It also sets out the matters which we are required to disclose to individuals under National Privacy Principles 1.3 and 1.5.

The principles set out in this Privacy Policy and Disclosure Statement will apply to any personal information you provide to AEG via our web site or under any other agreement or arrangement and to information which we collect about you from our promotions and other sources.

This Privacy Policy and Disclosure Statement does not apply to acts and practices of AEG which relates directly to the employee records of our current and former employees.

#### How we collect your personal information

We generally collect your personal information directly from you. For example, we may collect personal information about you when you deal with us over the telephone, send us correspondence (whether by letter, fax or e-mail), visit our web site, participate in our promotions or competitions or when you have contact with us in person.

Generally, the type of personal information we collect about you includes your name, mailing address, telephone number and e-mail address.

There may be occasions when we need to source personal information about you from a third party. For example, we may collect personal information about you from authorised AEG dealers or from third parties involved in a promotion with us.

#### Our disclosure statement

AEG collects personal information for the following purposes:

- . to provide you or your organisation with information about our products;
- . to enter you in various competitions and promotions that we run from time to time;
- . to enter you in our sales incentive programs;
- . to receive services from you or the organisation which employs you;
- . to undertake other marketing activities.

#### How we use or disclose your personal information

AEG will use and disclose personal information for the primary purpose for which it was collected. We may also use and disclose personal information for purposes related or ancillary to the main reason we collect it. We do not disclose personal information we collect to third parties for the purposes of allowing them to direct market their products and services.

AEG engage third party contractors to perform services for us which involves the contractor handling personal information we collect from you. For example, we engage third party contractors to provide us with database management services, we disclose information to marketing agencies including promotion agencies and media agencies to assist us with our marketing activities including our competitions. In these situations, we prohibit the third party contractor from using personal information about you except for the specific purpose for which we supply it.

#### Gaining access to information we hold about you

AEG will, on request, provide you with access to the personal information we hold about you, unless there is an exception which applies under the Privacy Act 1988 (Cth).

Your request to obtain access will be dealt with in a reasonable time. AEG may recover from you its reasonable cost of providing you with access.

If AEG refuses to provide you with access to the information, AEG will provide you with reasons for the refusal and inform you of any exceptions relied upon under the Privacy Act 1988 (Cth).

## Keeping your personal information up-to-date

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

If you find that the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us immediately and we will take reasonable steps to correct this information, or if necessary, we will discuss alternative action with you.

## Security of your personal information

AEG protect any personal information that we hold from misuse and loss. We also protect it from unauthorised access, modification and disclosure.

Your personal information may be stored either in hardcopy documents, as electronic data, or in AEG's software or systems.

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 measures for the Internet) and other security systems such as user identifiers and passwords to control access to our computer system.

## How to contact us

If you wish to gain access to your personal information or make a complaint about a breach of your privacy or if you have a query on how your personal information is collected or used, or any other query relating to AEG's Privacy Policy and Disclosure Statement, please contact our Marketing Department:  
07 3713 7744

We will respond to your query or complaint as soon as possible

## Our contact details

AEG's offices are located at:

### New Zealand

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