

# Privacy Policy

## Introduction

1. HJB Corporation Limited ABN 90 091 302 975 and its controlled entities (we, us, our, or HJB) recognises and values the protection of your personal information.
2. This Privacy Policy is meant to help you understand what data we collect, why we collect it and what we do with it, including when we communicate with you by email or interact with you through our website at [www.hjbcorporation.com.au](http://www.hjbcorporation.com.au) or any other website that we may operate from time to time ("**Website**").
3. In this policy we explain how and why we collect your personal information, how we use it, and what controls you have over our use of it. HJB is committed to complying with Commonwealth legislation governing privacy of personal information by businesses and to protecting and safeguarding your privacy when you deal with us.
4. By visiting or using our Website, or by otherwise interacting with us, you are accepting and consenting to the practices described in this Privacy Policy.
5. We encourage you to refer to the Office of the Australian Information Commissioner's website at [www.oaic.gov.au](http://www.oaic.gov.au) which contains important information about privacy laws in Australia.

## Collection and use of information

1. Personal information about you may be collected directly or indirectly by us from you providing it to us directly, or from us using information contained on devices or browsers which you use to access our webpages or other webpages, including information we obtain by logging your IP address, collecting GPS data, by use of cookies, by recording phone numbers and email addresses from which you contact us or which you make contact with, by any smart phone, browser plugin or other application we use which might collect information from the device or browser used by you and in other ways which rely on technical access to information available from devices and operating systems that you might use, including device-specific information obtained from the device or communications network you use or other sources, including information provided by other companies.
2. Some information provided to us by clients, customers, contractors and other third parties might be considered private, sensitive, or personal. Without these details we would not be able to carry on our business and provide our services to you. We collect this information to provide better services to you, including by using your personal information to target you with offers or promotions that we consider would be of interest to you following analysis of your personal information.
3. We retain the right to use or disclose personal information about you that is required in the provision of information about or the promotion or delivery of the Website and services to the user, such as but not limited to newsletters, promotional materials or direct marketing campaigns relevant to the services that we offer and provide from time to time, whether directly or through our affiliates, contractors, partners or advertising partners. Therefore, we may disclose your personal information to third parties and you consent to us disclosing your personal information collected by us to third parties for their use in relation to the aforementioned purposes, including making offers to you.

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4. We may also obtain your personal information from our affiliates or advertising partners, customers and other third parties that we consider helps us to deliver or advertise our services, understand your activity and collect information that we consider important to managing the quality or content of the services that we deliver or which services to consider offering to you.
5. By interacting with us and using the Website you consent to us using and disclosing your information both for the purposes for which we have collected it (including by providing your information to third parties) and for other purposes related to marketing and advertising our services and the services of other entities with whom we have relationships, including entities that market and promote goods and services unrelated to those which we market and promote.
6. We may disclose your personal information to overseas recipients for the aforementioned purposes. However, we will inform you and seek your consent prior to disclosing your information if the overseas recipient is in a jurisdiction that is not regulated in a way that substantially reflects the Australian Privacy Principles. We will also take reasonable steps to ensure an overseas recipient does not breach the requirements of the Privacy Act 1988 (Cth) or act inconsistently with our Privacy Policy.

## **Links**

7. Our Website may contain links to other websites and those third party websites may collect personal information about you. We are not responsible for the privacy practices of other businesses or the content of websites that are linked to our website. HJB encourages users to be aware when they leave the site and to read the privacy statements of each and every website that collects personally identifiable information.

## **Security and storage**

8. HJB places a great importance on the security of all information associated with our customers and contractors. We have security measures in place to protect against the loss, misuse and alteration of personal information under our control.
9. Personal information is de-identified or destroyed securely if the personal information was not solicited by us, or the personal information is no longer required by us for one of our functions or activities unless we are prevented from doing so by law.
10. We may retain the information you provide to us that includes your contact and credit card details to enable us to verify transactions and customer details and to retain adequate records for legal and accounting purposes. This information is held on secure servers in controlled facilities.
11. Information stored within our computer systems can only be accessed by those entrusted with authority and computer network password sanctions.
12. No data transmission over the Internet can be guaranteed to be completely secure. As a result, while we strive to protect user's personal information, HJB cannot ensure or warrant the security of any information transmitted to it or from or by using its Website, online products or services, email communications and users use these forms of communication with HJB at their own risk.

13. Ultimately, you are solely responsible for keeping your passwords and/or account information secret. You should be careful and responsible whenever you are online.

#### **Access to and correction of personal information**

14. HJB is committed to maintaining accurate, timely, relevant and appropriate information about our customers and users of our Website.
15. You have the right to request access to your personal information held by us and we will respond to the request for access within a reasonable period of time. So long as your request for your personal information is in accordance with the Australian Privacy Principles, then we will give you access to that information. To ensure confidentiality, details of your personal information will be passed on to you only if we are satisfied that the information relates to you.
16. You have the right to request personal information held by us to be corrected. Should you suspect, or become aware of, that your personal information we hold is inaccurate, out of date, incomplete or misleading, please contact our Privacy Officer (or relevant staff member) at email [privacy@hjbcorporation.com.au](mailto:privacy@hjbcorporation.com.au) or by phoning us and requesting to speak to our Privacy Officer.
17. If we refuse to provide you with access or correct the personal information held about you by us, then we will provide to you in writing reasons for such refusal and information on how you can complain about such a refusal.

#### **Complaints**

18. If you have a complaint about our Privacy Policy or how we handle the collection, use or safe disposal or destruction of your personal information in relation to the Australian Privacy Principles, your complaint should be directed in the first instance to us at email [privacy@hjbcorporation.com.au](mailto:privacy@hjbcorporation.com.au) or by phoning us and requesting to speak to our Privacy Officer.
19. We will investigate your complaint and attempt to resolve any breach that might have occurred in relation to the collection, use or destruction of personal information held by us about you in accordance with the Commonwealth Privacy legislation. If you are not satisfied with the outcome of this procedure then you may request that an independent body (usually the Commonwealth Privacy Officer) investigate your complaint.

#### **Changes to Privacy Policy**

20. If HJB changes its Privacy Policy, it will post changes on its Website so that users are always aware of what information is collected, how it is used and the way in which information may be disclosed. As a result, please remember to refer back to this Privacy Policy regularly to review any amendments.

#### **Contacting us**

21. If you require further information regarding our Privacy Policy or would like to receive a copy of our Privacy Policy via email, post or another appropriate form, please contact us at [privacy@hjbcorporation.com.au](mailto:privacy@hjbcorporation.com.au) or by phoning us and requesting to speak to our Privacy Officer.

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22. Should you wish to read more information on privacy legislation or the National Privacy Principles we recommend that you visit the Office of the Australian Information Commissioner's website at [www.oaic.gov.au](http://www.oaic.gov.au).

**Acceptance**

23. You accept that your use of the Website, reading and dealing with email correspondence from or to us and interactions with HJB are subject to your acceptance of this Privacy Policy.