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## A Website Privacy Policy

Prebuilt Pty Ltd ABN 76 103 794 743 and Precom Pty Ltd 45 115 360 524 of 33-35 Garden Street, Victoria 3137, Australia ("Prebuilt") is committed to upholding the Australian Privacy Principles contained in the Privacy Act 1988 (Cth) and the Privacy Amendment (Enhancing Privacy Protection) Act 2012. We recognise the importance of privacy and community awareness regarding the collection, use, disclosure and security of personal information which we may collect during the course of our functions. This Privacy Policy sets out how we manage your personal information and protect your privacy. We may change this policy from time to time by updating this link.

## B What information we collect and hold

- Name
- Contact information including email address
- Demographic information such as postcode, preferences and interests
- Other information relevant to customer surveys and/or offers

## C How we collect and keep safe your personal information

How we collect and store personal information varies depending on the purpose for which it is collected but may include the collecting of copies of your:

- written correspondence with us; or
- request for assistance and/or other associated documents and information that you may provide to us in relation to this request; or
- queries or complaints; or
- information provided for competitions/promotions/offers we conduct.

We may keep copies of the above documents (in physical or electronic form at our discretion) as is necessary to provide our services. All personal information is securely stored at all times by us or an authorised external service provider and only authorised people will have access to the above documents and information. Personal information we collect will not be disclosed overseas.

## D Why we collect and hold personal information

We may collect, hold, use and disclose personal information for purposes necessary to carry out our services. Generally, these purposes include:

- to keep in contact with you and inform you of our work (including providing you with our newsletter, if subscribed);
- to provide you with the services requested by you from us;
- for general marketing and promotional purposes;
- to comply with our reporting obligations to the Australian Taxation Office and other government agencies and public sector bodies;
- to conduct a promotion/competition or offer;
- to provide to our legal advisors, when needed, and other parties to whom we are authorised or required by law to disclose information; or
- for research and development.

## **E How we may share your information**

If necessary to provide our services, we may need to disclose your personal information to external service providers (such as information technology service providers, legal service providers, mailing houses etc.). These external service providers are strictly prohibited from using your personal information for any purpose other than the purpose for which you have given us your personal information. Otherwise, we will only share your personal information in accordance with your express consent and instructions, as provided through the exclusions set out in the Australian Privacy Principles. We do not supply our database information to other marketing organisations not acting on our behalf.

## **F Links**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **G You may choose to restrict the collection or use of your personal information in the following ways:**

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [info@prebuilt.com.au](mailto:info@prebuilt.com.au)

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

- You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please email us at [info@prebuilt.com.au](mailto:info@prebuilt.com.au)

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above email address. We will promptly correct any information found to be incorrect.