



**TRIDENT PLASTICS**

## **PRIVACY POLICY**

### **Collection & Use of Personal Information by Trident Plastics group**

#### **(a) Websites**

1. Each member of the Trident Plastics group<sup>1</sup> are organisations and APP Entities for the purposes of the Privacy Act 1988 (Cth) ("**Act**"), and are each (hereafter referred to as and is subject to the Australian Privacy Principles ("**APPs**") . They are collectively referred to hereafter as '**Trident**', '**we**', '**us**' or '**our**'.
2. This Privacy Policy is intended to provide a general overview of our policies in respect of the collection, handling, use and management of your personal information which we may gain access to via our business operations operation and maintenance of the website(s) operated by Trident (including [www.tridentaustralia.com](http://www.tridentaustralia.com) and [www.maxiplas.com.au](http://www.maxiplas.com.au)).
3. Your personal information is any information or opinion about you that is capable of identifying you.
4. This Policy is intended to cover most personal information handled by us (and our authorised agents who collect personal information on our behalf).
5. You are agreeing to be bound by this Privacy Policy by voluntarily providing us with your personal information via your business dealings with us or providing it via our websites.
6. We may collect your personal information directly from you. The personal information about you we may collect and hold includes but is not limited to your name, address, contact telephone number and/or email address. We may also hold information about any products or services you acquire from us or our dealers, any warranty claims made in connection with those products or services, and any other personal information that you volunteer to us (if that information is reasonably necessary for, or directly related to, one or more of our functions or activities).
7. We limit the personal information we collect to that which is reasonably necessary for one or more of our functions or activities. When collecting personal information, we will take reasonable steps to make you aware of the purposes for which the information is being collected by us, the organisations to which we would usually disclose your information, the main

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<sup>1</sup> The Trident Plastics group includes Trident Plastics (SA) Pty Ltd, Trammor Enterprises Pty Ltd trading as 'Maxiplas' and Trident Paint Shop (SA) Pty Ltd.

consequences for you if you fail to provide any information that is requested by us, and whether we are likely to disclose your information to a third party or overseas recipients.

8. There may be a range of consequences if you fail to provide information requested by us, for example we may be unable to process or respond to your request for products or services.
9. We have policies and procedures intended to ensure that your personal information is protected from misuse, loss, unauthorised access and modification or disclosure. Specific security measures we employ include authorised user-only access to computer records (including password protection), internal procedures to protect physical documents and monitoring of our practices and systems to ensure the effectiveness of our security policies.
10. We generally collect, hold and use your personal information to:
  - Provide a response to your enquiries or send you information that you request, or otherwise achieve the purpose for which the information was submitted to us;
  - To provide you with the services that you request;
  - Contact you from time to time to advise you of new products, promotional offers, or services offered by us or our dealers, conduct market research or monitor product demand;
  - Create aggregate data about our web site visitors and other statistics to allow for more efficient operation of our web site; or
11. In connection with a purpose outlined above, you agree that we may disclose your personal information to the following third parties:
  - Our authorised agents, contractors or subcontractors that provide administrative or promotional services (for example, mail processing businesses, printers, or market research companies or other service providers); and
  - Our related bodies corporate.
12. Where we propose to use your personal information for another purpose other than as outlined above, we will seek your prior consent (unless we are permitted by law to do so without seeking your permission).
13. You may contact us to request access to or correction of your personal information held by us by sending a written request to our offices- refer to contact details in clause 18 below. You may be required to verify your identity before we will allow you to access your personal information, for the protection of your privacy. We may refuse to allow you to access or to correct your personal information if we are legally required or entitled to do so. If we do so, we will provide you with written reasons for the refusal (unless it is unreasonable to do so).
14. We will take reasonable steps to ensure that the personal information that we collect, use and disclose is accurate, up-to-date and complete. We will take reasonable steps to store it such that unauthorised access, modification, disclosure, misuse and loss are prevented.

15. If you provide any personal information to us via our online services (including email) or if we provide such information to you by such means, the privacy, security and integrity of this information cannot be guaranteed during its transmission unless we have indicated beforehand that a particular transaction or transmission of information will be protected (for example, by encryption).
16. We may allow third parties to use cookies or other tracking technologies to collect non-personal information about your use of our web site, including your IP address, pages viewed and conversion information. This information may be used, among other purposes, to deliver advertising targeted to your interests and to better understand the usage of our web site.
17. We reserve the right to amend this Privacy Policy at any time. We will notify you of amendments to this Privacy Policy by uploading the updated Privacy Policy to our website.
18. If you believe that a breach of your privacy has occurred or you otherwise have a complaint about our use or management of your personal information, we encourage you to contact us to discuss your concerns. Please allow us a reasonable time to respond to any complaint. If you are not satisfied with our resolution, you may make a complaint to the Office of the Australian Information Commissioner whose contact details can be found at: <http://www.oaic.gov.au/>.
19. You may contact us at 589 Torrens Road, St Clair, SA 5011.

## **(b) Employment**

The *Privacy Amendment (Private Sector) Act 2000* regulates private sector collection, use retention and disclosure of personal information. An organisation must take reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure.

Employee records are exempted from the Privacy Act; however, this exemption does not apply to contractors, consultants or prospective employees.

Candidates who are not accepted for a vacant position are entitled to access the records of any interviews that have taken place. Care needs to be taken to ensure that interview records can be made available if requested and do not breach existing laws. In an interview, only 'details of relevance' should be recorded. Defamatory comments or comments in breach of discrimination legislation should not be made.

Sensitive information has extra protection under the Act – race or ethnic origin, political opinions, religious beliefs, membership of a political or professional association, membership of a trade union, health information, sexual orientation and criminal records. Current interview forms should be reviewed to ensure they comply.

An organisation has an obligation to destroy or permanently de-identify personal information no longer needed for its primary purpose. Personal records of unsuccessful candidates for a vacant position should

be destroyed in an appropriately secure manner. If personal information of unsuccessful candidates is retained for possible future vacancies, permission must be sought from the individual to retain the information and the organisation must take reasonable steps to protect this information.

Employees have the right to access personal information, which is not an employee record. The exemption from the Act could be lost if the employee record is passed to a related entity of the employer, where payroll administration is outsourced or where the information is used for a purpose unrelated to an individual's employment. If personal information is to be passed on to an external organisation, then individual's consent should be sought before passing this information on.

Steen Saurbrey  
Managing Director

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