

PRIVACY POLICY

DeltaSBD acknowledges and respects the privacy of individuals and will operate in accordance with the National Privacy Principles. This Policy extends to cover all operations and functions of the Company.

To achieve this policy the following will apply:

- *DeltaSBD will not collect personal information unless the information is necessary for one or more of its functions or activities.*
- *Your personal information will only be used for the purposes for which it was collected.*
- *Take reasonable steps to ensure that personal information collected, used or disclosed is accurate, complete and up to date.*
- *Safeguards will be maintained to protect personal information against unauthorised access, alteration, disclosure, misuse or loss.*
- *Copies of our Privacy Policy are readily available.*
- *Upon request, DeltaSBD will take reasonable steps to let individuals know what sort of personal information it holds, for what purposes, and how it collects, uses, and discloses that information.*
- *Where DeltaSBD holds personal information about an individual, it will provide the individual with access to the information on request, except to the extent that,*
 - *Providing access would pose a serious and imminent threat to the life or health of any individual;*
 - *or*
 - *Providing access would have an unreasonable impact upon the privacy of other individuals; or*
 - *The request for access is frivolous or vexatious; or*
 - *Providing access would be unlawful; or Denying access is specifically authorised by law; or*
 - *DeltaSBD will not adopt as its own identifier an identifier that has been assigned by a government agency.*
- *Whenever it is lawful and practicable, individuals will have the option of not identifying themselves when dealing with DeltaSBD.*
- *DeltaSBD will generally not transfer personal data outside Australia*
- *DeltaSBD will not collect personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, or details of health, disability or sexual activity or orientation unless:*
 - *The individual, who is the subject of the information has consented; or*
 - *The collection is required or specifically authorised by law; or*
 - *The collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual, where the individual the subject of the information is physically or legally incapable of giving consent; or*
 - *The collection is necessary for the establishment, exercise or defence of a legal claim.*



Managing Director, DeltaSBD