



## Privacy Principles

We have adopted the National Principles for the Fair Handling of Personal Information published by the Office of the Privacy Commissioner. This is our commitment to you:

### Collection

We will only collect personal information that is necessary for us to process and deliver customer orders. We collect this information directly from you, via our Purchase Order forms or via our Website.

We will take reasonable steps to ensure that you are aware of:

- (a) our identity and how to contact us;
- (b) the fact that you can gain access to the information you provide us;
- (c) the purposes for which the information is collected;
- (d) to whom (or the types of individuals or organisations to which) we usually disclose information of the kind we request from you;
- (e) any law that requires the particular information to be collected; and
- (f) the main consequences (if any) for you if all or part of the information is not provided.

### Use and disclosure

We will only use or disclose information about you in ways that are consistent with your expectations or are required by law or are in the public interest. If you do not provide all information requested of you, we may not be able to fulfil your order.

### Data security

We will take reasonable steps to protect the personal information we hold from misuse and loss and from unauthorised access, modification or disclosure, and we will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose.

### Openness

We will be open about what sort of personal information we hold, for what purposes, and how we collect, hold, use and disclose that information.

### Access

Wherever possible we will let you see the information we hold about you and correct it if it is wrong.

### Onward transfers of personal information

We may need to send your personal information to third parties (for example, to a financial institution for credit card processing) but we will take reasonable steps to protect your privacy if we do so.

We value your custom and welcome any enquiries you may have ~ please do not hesitate to call us on 1300 300 800.

Anne Collins  
Director

Minette Collins  
Director

