

RAWSON PRINT CO

PRIVACY POLICY

Rawson Print Co ("RPCO") is committed to protecting and respecting the privacy rights of all individuals in the workplace, as well as the privacy of all clients and suppliers. Rawson Print Co is committed to ensuring that all Directors and others involved in the management of the business, always comply with their obligations under the Privacy Act 1988 and Commonwealth Privacy Amendment (Enhancing Privacy Protection) Act 2012.

COLLECTION OF PERSONAL INFORMATION

RPCO has implemented practices, procedures and systems to comply with its legal obligations. RPCO currently collects and holds information in relation to its employees, contractors, clients, customers and vendors as part of its requirements for the normal operation of its day to day functions and activities. This information includes, but is not limited to:

- Information relating to the personal background of employees (such as their home address, sex, date of birth, nationality, languages spoken, employment history, tax file numbers, educational qualifications, illness history and details of people to contact in the event of any emergency);
- Information documenting the work history of employees (such as letter of appointment or contract of service, bank account details, records of salary adjustments, authority for deductions from wages, written warnings, sick leave taken and salary sacrifices);
- Information on behalf of superannuation fund providers;
- Information for assessing the creditworthiness of potential and existing customers;
- Details of the products or services used by us or sold to our customers; and
- Contact details of contractors, clients, customers and vendors (including email addresses).

USE AND DISCLOSURE OF PERSONAL INFORMATION

There are a variety of reasons why the Company is required to hold personal information. Some of these reasons are:

- ensuring that both the Company and all employees are meeting their obligations under relevant legislation and their contract of employment;
- ensuring the health, safety and welfare of all employees at all times when they are performing work for RPCO;
- to provide appropriate insurance coverage for employees;
- internal record keeping;
- to establish information about the number and duration of visits to our website, and the popularity of different areas of our website. We do not make any attempt to identify you or your browsing activities;
- to provide products and services and analyse the data to improve our products and services;
- for our administration and marketing (including direct marketing and market research); and
- to communicate with you (including email, mail or telephone).

RPCO will not disclose to unauthorised parties any of the above information without prior consent being obtained from the relevant individual(s).

Any information provided to RPCO through the use of online forms on our website will only be used for the purposes it was collected. It may also be used for our own planning and research purposes to improve our services to users.

RPCO may disclose personal information to related or unrelated third parties ONLY if consent has been obtained from the individual. RPCO will take reasonable steps to ensure that its contracts with third parties include requirements for third parties to comply with the Use and Disclosure requirements of the Australian Privacy legislation. RPCO may disclose personal information to law enforcement agencies, government agencies, courts or external advisers where permitted or required by law.

When you visit our website, information is collected about you using a cookie. Cookies are pieces of information that a website can transfer to a computer for tracking your website visiting patterns and preferences. Most internet browsers are configured to accept cookies, but can be set to refuse cookies or warn when cookies are being used.

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.

STORAGE OF PERSONAL INFORMATION

RPCO undertakes to take reasonable steps to protect from misuse, loss, unauthorised access, and modification or disclosure, of personal information it holds.

Information from online services is stored on a secure database and remains completely confidential. RPCO will protect the quality and integrity of personal information, utilise appropriate technologies and security methods to store the information collected, and take all necessary steps to prevent unauthorised access, disclosure or accidental destruction or loss of information. RPCO use secure servers with restricted logins and appropriate firewalls. RPCO only uses authorised staff to access personal information.

If we have given you (or where you have chosen) a password which enables you to access our services as parts of our site, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Generally, RPCO will only collect further personal information that is related to the services that you ask us to provide to you.

ACCESS AND CORRECTION OF PERSONAL INFORMATION

Any person may request details of personal information which we hold about them as required under the Privacy Amendment (Enhancing Privacy Protection) Act 2012. If you would like a copy of the information held about you please write to, The Privacy Officer, Rawson Print Co, UNIT 1 119 WICKS ROAD, MACQUARIE PARK SYDNEY NSW 2113.

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

CLIENT DATA AND MAILING

Clients often supply RPCO with copies of their customer databases for us to fulfil our service to them. Clients should never provide customer credit card details or sensitive information. If clients store this information it should be removed prior to supplying their databases. We will handle your customer databases as follows:

- RPCO will only use client databases supplied to carry out the tasks we have been asked us to perform, and any requested subsequent campaign analysis. Ownership of client databases is always with the client.
- RPCO will never supply client database to a third party – this includes our approved and contracted subcontractors or suppliers unless we have your permission in writing.
- RPCO have measures in place to store your database securely and delete it within 14 days of completing your project. We will use password protection and encryption when transferring your files.

RPCO does not collect personal information on your behalf:

- We accept no responsibility for the accuracy or collection of the data / personal information that is supplied to us. It is your obligation to ensure you comply with all regulations.

RPCO stores all secured data on servers located in Sydney, Australia.

FUTURE CHANGES

RPCO may, from time to time, update this Privacy statement to reflect legislative and technological changes, policy and client feedback.

Rawson Print Co, "RPCO" or "we" is a reference to Rawson Print Co (ABN 44 001 420 659) of UNIT 1 119 WICKS ROAD, MACQUARIE PARK SYDNEY NSW 2113.

<i>...because fine print matters</i>	<i>telephone</i> 02.8873.2500	UNIT 1 . 119 WICKS ROAD . MACQUARIE PARK . SYDNEY . NSW . 2113	
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