



PRIVACY POLICY

Aztech Integrated Systems is committed to protecting the privacy and information security of all our customers and potential customers. As such, we have developed a privacy policy which embodies the National Privacy Principles.

PURPOSE

To ensure that Aztech Integrated Systems complies with the National Privacy Principles outlined in the Privacy Act 1988 and to clarify how we deal with customer information, including breach, or customer concern in relation to a breach of their privacy.

This policy covers the activities of all Aztech Integrated Systems staff, subcontractors and any other party to whom Aztech Integrated Systems may disclose customer information.

RESPONSIBILITIES

All Aztech Integrated Systems staff, subcontractors and representatives are responsible for complying with this policy in its entirety. The General Manager is required to maintain and regularly review the privacy policy and to thoroughly investigate any claims of policy breach and establish corrective actions for compliance issues.

COLLECTION OF INFORMATION

Aztech Integrated Systems collects the personal information it needs to provide the products and services it offers. Aztech Integrated Systems also collects personal information about its customers and suppliers, or employees or officers of its customers and suppliers, so that it can complete business transactions, purchase or deliver products and services, administer accounts, provide customer support and meet regulatory requirements.

Web Site Data Collection Practices

Through the web site users are offered the opportunity to receive sales or promotional information. Users must fill in an appropriate lead form and confirm they wish to receive this information. Contact information (e.g., name, mail/email address, telephone and fax number) will be collected.

USE AND DISCLOSURE

Aztech Integrated Systems will generally use and disclose information it holds about an individual for the purpose for which it was collected and for other related purposes for which the individual would reasonably expect it to use the information or to which the individual has agreed. That agreement might be written, verbal or implied from the conduct of the individual. If Aztech Integrated Systems engages anyone to do something on its behalf (for example, mailing houses,

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suppliers of internet support services, auditors, debt collection agencies, process servers or lawyers) then Aztech Integrated Systems and the service provider may exchange information for the purposes for which the service provider has been engaged. We also use personal information for planning, product development and research purposes. Aztech Integrated Systems may also use or disclose information where it is required or permitted by law to do so or where the use or disclosure is in the public interest. Where relevant Aztech Integrated Systems will handle personal information relying on the employee exemption in the Privacy Act.

DIRECT MARKETING

From time to time, we may use your personal information to inform you about our products and services including special offers. If you do not wish to receive this information, just let us know by contacting us on 1300 810 651. Once you let us know that you no longer wish to receive this information, we will endeavour to stop sending it to you. You can change your mind about receiving information about our products and services at any time. Just let us know by phoning the above number. Aztech Integrated Systems does not disclose your information to organisations outside Aztech Integrated Systems and its related companies for the purposes of allowing them to direct market their products to you. If the law requires us to provide you with information about our products or services, we will provide that information to you even if you have elected not to receive information about our products and services generally.

ENSURING YOUR PERSONAL INFORMATION IS UP TO DATE

We rely on the personal information we hold about you in conducting our business. Therefore, it is important that the information we hold about you is accurate, complete and up-to-date. We take reasonable steps to ensure that the information we hold about you is accurate complete and up-to-date whenever we collect or use it. This means that from time to time, we will ask you to tell us if there are any changes to your personal information. If you find that information we hold about you is incorrect, please contact us immediately and we will update your file.

SECURING YOUR PERSONAL INFORMATION

The security of your information is important to Aztech Integrated Systems and we take all reasonable precautions to protect your information from misuse, loss, unauthorised access, modification or disclosure. Some of the ways we protect your information include:

- External and internal premises security.
- Restricting access to personal information to staff who need it to perform their day-to-day functions.
- Maintaining technology products to prevent unauthorised computer access including identifiers and passwords.
- Maintaining physical security over paper records.

ACCESS AND CORRECTIONS

Aztech Integrated Systems generally allows individuals access to the information it holds about them within a reasonable time after they have made a request for access. In some instances Aztech Integrated Systems will refuse to give an individual access to information. If it does so it will provide that individual with the reason it has refused them access. Aztech Integrated Systems will correct information it has about an individual if it discovers, or the individual is able to show, the

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information is incorrect. If an individual seeks a correction and Aztech Integrated Systems disagrees that the information is incorrect Aztech Integrated Systems will provide the individual with its reasons for taking that view. Aztech Integrated Systems may charge a fee for informing an individual what information it has about them to cover the reasonable costs associated with locating and supplying the associated information.

UPDATES TO DATA PROTECTION PRACTICES FOR THE INTERNET

Aztech Integrated Systems will occasionally review and subsequently revise its Internet practices and communicate any updates on its website. Minor changes may be made at any time without notice. If we make a major change in the way that we use, disclose or protect internet registration information, we will highlight the change.

GOOGLE ANALYTICS

Google Analytics is a web analysis service provided by Google. Google utilises the data collected to track and examine the use of www.aztechsystems.com.au, to prepare reports on its activities and share them with other Google services. Google may use the data collected to contextualise and personalize the ads of its own advertising network. Personal data collected: Cookie and Usage Data.

RELATED DOCUMENTS

Privacy Act 1988

<http://www.oaic.gov.au/privacy/privacy-act/the-privacy-act>

Google's Privacy Policy

<http://www.google.com.au/policies/privacy/>

National Privacy Principles Fact Sheet

<http://www.oaic.gov.au/privacy/privacy-resources/privacy-fact-sheets/other/privacy-fact-sheet-2-national-privacy-principles>

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