

## Privacy Policy

### Statement of Commitment

Print Media Group ("PMG") respects the privacy rights of all individuals in the workplace, as well as the privacy of all clients and suppliers. Print Media Group is committed to ensuring that all Directors and others involved in the management of the business comply at all times with their obligations under the Commonwealth Privacy Amendment (Enhancing Privacy Protection) Act 2012. PMG is bound by the AUSTRALIAN PRIVACY PRINCIPLES (the "Principles").

### Collection of Personal Information

PMG currently collects and holds information in relation to its employees, contractors, 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:

- Tax File Numbers;
- information relating to the personal background of employees (such as their home address, sex, date of birth, nationality, languages spoken, employment history, 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 provider;
- information for assessing the creditworthiness of potential and existing customers; and
- details of the products or services used by us or sold to our customers.

### 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 PMG;
- 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 by means of telephone, mail or email.

PMG will not disclose to unauthorised parties any of the above information without prior consent being obtained from the relevant individual(s). It is the responsibility of all PMG employees to provide to an authorised Officer of the Company, consent before disclosure of any personal information to a third party.

Any information provided to PMG through the use of on-line 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.

PMG may disclose personal information to related or unrelated third parties if consent has been obtained from the individual. PMG 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. PMG may disclose personal information to law enforcement agencies, government agencies, courts or external advisers where permitted or required by law.

If you access our website either anonymously or as an online subscriber our technology partners may have access to your data in order to provide services to you. 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**

PMG 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. PMG 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.

PMG will ask you when we need you to provide further personal information for any reason. Generally, PMG 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, Print Media Group, PO Box 9166, Scoresby, Vic. 3179.

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

PMG will provide access for all its employees to review their personal information and other information held as "employee record(s)", obtained and held for the purpose of evaluation for suitable employment, in compliance with relevant legislation.

#### **Future Changes**

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