

PRIVACY STATEMENT

Aussie Fluid Power Pty Ltd (**AFP**) is committed to ensuring that the personal information it holds is handled appropriately and lawfully, in accordance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (**APPs**) under that Act. If AFP is a credit provider under the Privacy Act, it will also comply with its obligations in relation to the use and disclosure of information.

Personal information is information relating to an individual person whose identity is apparent or can reasonably be determined from information or opinion provided.

This Privacy Statement is subject to review at any time. The Privacy Statement which is current at any time will be published on AFP's website. A copy may also be requested from AFP's Human Resources Department by post or email at the addresses appearing at the end of this Privacy Statement.

1. The Information we collect

AFP will only collect personal information that is reasonably necessary for its business functions and activities, and in particular for the purposes outlined below.

The personal information AFP may collect is mainly financial and banking information, business and trading details which an individual or new or existing customer provides to us in our credit application process.

AFP may also collect personal information from credit reporting bodies, other sources or public records.

2. Purposes for which personal information is collected, held and disclosed

AFP collects personal information reasonably necessary for AFP's business functions and activities, or to comply with legal or regulatory obligations.

The primary purposes for which AFP discloses or uses personal information which it collects in relation to an individual are so that AFP is able:

- to exercise its business judgement in agreeing to provide credit terms to AFP's new or existing customers with which the individual is related [and its associated entities];
- to enable AFP to decide and implement appropriate terms of sale, leasing or other trading or contractual arrangements with customers;
- to enable AFP to make decisions and take action in relation to other dealings AFP may have with an individual or an entity with which the individual is connected, such as employment, contracting or sub-contracting.

The secondary purposes AFP may use or disclose personal information it collects are to enable AFP to make and implement internal decisions, and to make recommendations to, and arrangements with, agents, contractors, associated entities and other business entities in relation to any of the primary purposes. AFP may use or disclose an

individual's personal information where the individual may reasonably expect the use or disclosure to be made, or otherwise where the individual has consented.

3. How AFP holds personal information

AFP holds personal information it collects in a variety of ways, including by storage on computer systems and in hard copy files. AFP implements procedures for protecting such information, such as password restricted computer access and by protocols which restrict access to files to authorised employees.

Data may be kept by third party data storage providers on secure terms arranged by AFP.

4. How AFP uses personal information

AFP will use personal information collected for the purposes outlined above.

AFP may use personal information for internal discussion and decision-making, and may also disclose personal information to agents, contractors, service providers and associated entities for the purposes of AFP's business activities and operations as provided in this Privacy Statement.

AFP may also disclose personal information to its financial and other advisers and consultants. AFP will ensure that advisers and consultants are under an obligation of confidentiality in relation to the personal information.

Where the individual is related to a new or existing customer, AFP may disclose the individual's personal information to the customer's advisers and representatives and related entities in connection with any dealings with the customer.

Generally, AFP takes steps to ensure the personal information collected is accurate, up to date, and complete and the security of such information is adequately protected from misuse, interference and loss and unauthorised access.

AFP has internal procedures under which personal information collected in the past and which does not relate to AFP's current or projected business activities will be removed from its electronic and hard copy records and destroyed, and removed permanently from the records of any third party data storage provider.

AFP will not use or disclose a government related identifier of an individual unless the use or disclosure is required or authorised by or under an Australian law or a court or tribunal order.

AFP will not engage in Direct Marketing with individuals.

5. International/ Cross Border Disclosure and use of personal information

AFP may be required to disclose personal information which it holds to AFP's agents, contractors and other associated entities which are not located in Australia. Overseas recipients may be located in Malaysia and other countries in South-East Asia, or in Europe or the Americas.

Disclosure will only be made as reasonably necessary for AFP's business functions and activities and for the purposes set out above.

Unless an overseas recipient of personal information is subject to local laws or regulation substantially similar to the APPs, AFP will take reasonable steps in contractual or other arrangements to ensure that the overseas recipient complies with the APPs.

6. Sensitive information

AFP may collect sensitive information only if reasonably necessary for the purposes outlined above, in the course of its business requirements or as required or authorised by or under an Australian law. The consent of the individual will be required before sensitive information is collected, unless otherwise permitted by law.

Sensitive information includes information about racial or ethnic origin, political opinions, membership or political association, religious beliefs or affiliations, philosophical beliefs, membership of trade associations, membership of a trade union, sexual preferences or practices, criminal records or health records.

7. Anonymity and pseudonymity

Wherever lawful and practicable having regard to AFP's reasonable business requirements, AFP respects the right of an individual to remain anonymous, or use a pseudonym when dealing with AFP unless otherwise required by law.

8. Access to personal information

Under the Australian Privacy Principles, individuals have the right to request access to their personal information and to require its correction if it is incorrect.

An individual may access personal information AFP holds in relation to him or her by written request addressed to Human Resources Section of AFP by email or post to the addresses below. If your personal information changes or if you find our records are incorrect you may request the information to be updated or corrected by written request to either of those addresses.

9. Complaints about breach of Privacy policy

Complaints about a breach of the APPs or a breach of the Privacy Act (including Division 3 of Part III of that Act which relates to credit providers) should be in writing and addressed to the Human Resources Section of AFP by email or post at the address below. AFP will respond to complaints within a reasonable time, usually 30 days.

10. Contact Details

Aussie Fluid Power Pty Ltd may be contacted by email or post at the following addresses:

email address: info@aussiefluidpower.com.au

postal address: Aussie Fluid Power Pty Ltd
Human Resources Section,
136 Cockburn Road,
North Coogee,
Perth, Western Australia 6163.

PO Box 135, South Fremantle WA 6163.