



## PRIVACY STATEMENT

*RISK360 Solutions Pty Ltd (ABN 79110355729) and our related entities understand the importance of privacy. RISK360® has adopted this Privacy Policy as we recognise the right of our clients and others to keep their personal information private. This Privacy Policy covers RISK360®'s treatment of personally identifiable information that we collect or hold. Like many other organisations, RISK360® must comply with the National Privacy Principles contained in the Privacy Act 1988 in dealing with personal information. In this policy, personal information means information or opinions about an individual whose identity is apparent or can reasonably be ascertained from the information.*

### The information we collect

During the course of dealing with you, RISK360® may collect basic personal information about you, such as your name, position, company, address, phone number and email address. We may also collect other specific information from you relating to the services or advice you wish to obtain. Where practicable, the purpose for which we collect personal information and the consequences of not providing it will be made clear at the time of collection. Users can generally visit the RISK360® website without revealing who they are or other personal information. RISK360® will not collect any personal information about visitors to the website except when they knowingly provide it. If you provide us with personal information through the RISK360® website we may log your usage of the site for the purposes below.

### How we use your information

RISK360® will use the personal information we collect for the purpose disclosed at the time of collection or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorised. Generally we will only use and disclose your personal information:

- to establish and maintain your relationship as a client of RISK360®, including providing you with newsletters, reports and other information;
- to provide the services you have requested from RISK360® or to answer your inquiry;
- to send you newsletters or other current information;
- to register you for events or promotions;
- to assist us to make RISK360®'s services more valuable to our clients and candidates;
- for direct marketing of products or services and to keep you informed of new developments we believe may be of interest to you. If we contact you in this way without obtaining your prior consent, we will provide you with the opportunity to decline any further marketing communications;
- to third parties where we have retained those third parties to assist us to provide services such as barristers, accountants, liquidators, experts, forensic investigators, website host etc; and
- where otherwise legally permitted.

• **RISK360 SOLUTIONS PTY LTD**

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### Access to your information

You can access the personal information that RISK360® holds about you by contacting the RISK360® Privacy Officer as set out below. We will provide you with a copy of your personal information unless we are legally authorised to refuse your request. If you wish to change personal information that is out of date or inaccurate at any time please contact us. After notice from you, we will take reasonable steps to correct any of your information which is inaccurate, incomplete or out of date. If you wish to have your personal information deleted please let us know and we will delete that information wherever practicable

We may refuse your request to access, amend or delete your personal information in certain circumstances. If we do refuse your request, we will provide you with a reason for our decision and, in the case of amendment, we will note with your personal information that you have disputed its accuracy.

### Security

RISK360® will take reasonable steps to keep secure any personal information which we hold and to keep this information accurate and up to date. Personal information is stored in a secure server or secure files. The Internet is not always a secure method of transmitting information. Accordingly, RISK360® cannot accept responsibility for the security of information you send to or receive from us over the Internet or for any unauthorised access or use of that information.

### Changes to this Privacy Policy

RISK360® may amend this Privacy Policy from time to time by posting the amended version on the legal section of our website at [www.risk360.com.au](http://www.risk360.com.au). We suggest that you visit our website regularly to keep up to date with any changes.

### Contacting us

If you would like any further information, or have any queries, problems or complaints relating to the RISK360®'s Privacy Policy or our information handling practices in general, please contact our Privacy Officer by e-mailing [info@risk360.com.au](mailto:info@risk360.com.au) or writing to Level 31, 88 Phillip Street, Sydney NSW 2000, Australia.