

Scancorp's Privacy Policy

Background

From 12 March 2014, the Australian Privacy Principles (APPs) replaced the National Privacy Principles and Information Privacy Principles.

Scan Capital Pty Ltd, Scan Pty Ltd, Scancorp (Victoria) Pty Ltd and associated entities (referred to herein as **Scancorp**) is bound by the This Privacy Policy fact sheet provides the text of the 13 APPs from Schedule 1 of the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*, which amends the *Privacy Act 1988*.

Our commitment to protect your privacy

Protecting your privacy and the confidentiality of your personal information is of great importance to Scancorp Ltd (referred to in this document as **we, us or our**).

Personal information means information we hold about you from which your identity is either apparent or can be reasonably determined by us.

Why we collect personal information and how we may use it

Generally, we will collect personal information directly from you, and only for the purpose of:

- providing you with a Scancorp product or service;
- providing you with information about the services that we, our related entities and other organisations that we have affiliations with, offer that may be of interest to you;
- facilitating our internal business operations, including the fulfilment of any legal requirements; and
- analysing our services and customer needs with a view to developing new or improved services.

We may collect personal information from you when:

- you fill in an application form;
- deal with us over the telephone;
- e-mail us;
- ask us to contact you after visiting our web site; or
- have contact with us in person.

Generally, we will use and disclose your personal information only for the particular purpose that you provided it, or for a related purpose. We may disclose personal information about you to:

- services providers, who assist us in operating our business, and these service providers may not be required to comply with our privacy policy; and
- our related entities and other organisations with whom we have affiliations so that those organisations may provide you with information about services and various promotions.

We may also use or disclose your personal information:

- if required or permitted by law; or
- with your express or implied consent.

Direct Marketing and Your Privacy

From time to time we may use the personal information we collect from you to provide you with information about products and services which we, our related entities and other organisations we have affiliations with, offer that may be of interest to you. We may then contact you to let you know about these products and services and how they may benefit you. We will always give you a choice to opt out of receiving such information. You may instruct us at any time to remove any previous consent you provided to receive marketing communications from us.

Failure to provide information

If the personal information you provide to us is incomplete or inaccurate, we may be unable to provide you, or someone else you know, with the services you, or they, are seeking.

Information collected on our web site

Our internet server logs the following information which is provided by your browser for statistical purposes only:

- the type of browser and operating system you are using.
- your Internet Service Provider and top level domain name (for example - .com, .gov, .au, .uk etc).
- the address of any referring web site (for example - the previous web site you visited), and
- your computer's IP (Internet Protocol) address (a number which is unique to the machine through which you are connected to the internet).

All of this information is used by us for aggregated statistical analyses or systems administration purposes only. No attempt will be made to identify users or their browsing activities, except where required by or under law.

Cookies

A "cookie" is a packet of information that allows our server to identify and interact more effectively with your computer. When you access our web site, we send you a temporary or "**session cookie**" that gives you a unique identification number. A different identification number is sent each time you use our web site. Cookies do not identify individual users, but they may link back to a database record about you.

We use cookies to monitor usage of our website and to create a personal record of when you visit our website and what pages you view so that we may serve you more effectively. Without cookies certain personalised services cannot be provided to users of our website, accordingly you may not be able to take full advantage of all of our website features if cookies have been disabled by you.

Links to other sites

Our sites contain links to other sites. We are not responsible for the privacy practices or the content of such web sites so we encourage you to read and understand the privacy policies on those web sites prior to providing any information to them.

Access to your information

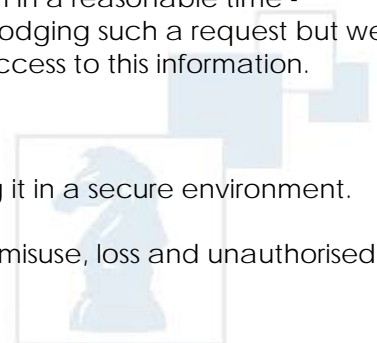
We will, upon your request, provide you with access to your personal information that is held by us. However, we ask that you identify, as clearly as possible, the type/s of information requested. We may decline a request for access to personal information in certain circumstances.

We will deal with your request to provide access to your personal information in a reasonable time - usually within 30 days of receipt of your request. We will not charge you for lodging such a request but we may recover from you our reasonable costs incurred in supplying you with access to this information.

Management of your personal information

We will take reasonable steps to protect your personal information by storing it in a secure environment.

We will also take reasonable steps to protect any personal information from misuse, loss and unauthorised access, modification or disclosure.



Accessing and updating your personal information

You have a right to request access to the personal information we hold about you. We will comply with such a request, unless there is a legal reason not to.

If you wish to correct the personal information we hold about you please contact us as outlined below.

Further Information

You may request further information about the way we manage your personal information by writing or emailing:

- **Email:** info@scancorp.com.au
- **Post:** P.O. Box 2721, Fortitude Valley BC Qld 4006

Changes to our Privacy Policy

We regularly review our policies and attempt to remain current with market expectations. Technology is constantly changing, as is the law and market place practices. As a consequence we may change this Privacy Policy from time to time or as the need arises.

Revision history:

- This Privacy Policy came into existence on: **19 August 2011.**
- This version: **15 January 2015**

