



CLARKSON McLAREN  
CORPORATE COMMUNICATIONS

Clarkson McLaren Corporate Communications Pty Ltd  
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GPO Box 2687, Sydney NSW 2001  
Ph: 1300 788 354 or Int: +612 8248 0200  
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ACN: 107 961 795 ABN: 68 107 961 795  
[www.cmcc.com.au](http://www.cmcc.com.au)

## CLARKSON McLAREN CORPORATE COMMUNICATIONS PTY LTD PRIVACY POLICY STATEMENT

Clarkson McLaren Corporate Communications Pty Ltd ACN: 107 961 795 (Hereinafter referred to as CMCC)

This Privacy Policy Statement sets out the approach which CMCC will take in relation to the treatment of Personal Information. It includes information on how CMCC collects, uses, discloses and keeps secure, individual's Personal Information. It also covers how CMCC makes the Personal Information it holds available for access to and correction by the individual.

### 1. COLLECTION

CMCC will only collect Personal Information where the information is necessary for CMCC to perform one or more of its functions or activities.

CMCC collects Personal Information primarily to supply customers with the products and services ordered from it and its related companies.

CMCC collects personal information in a number of ways, including:

- a. directly from you, when you provide information by phone, email or in documents such as an application form;
- b. from third parties such as our related companies, credit reporting agencies or your representatives;
- c. from publicly available sources of information;

CMCC also collects and uses Personal Information for secondary purposes including:

- a. Billing and account management
- b. Business planning and product development
- c. To provide individuals with information about promotions, as well as the products and services of other CMCC companies and other organizations.

CMCC will notify individuals of the matters listed below before collecting any Personal Information:

- a. The main reason that we are collecting Personal Information
- b. Other related Uses or Disclosures that we may make of the Personal Information
- c. Our identity and how individuals can contact us
- d. That individuals can access the Personal Information that CMCC holds about them
- e. That individuals should contact our customer service department if they wish to access or correct or alter Personal Information collected by CMCC
- f. The organizations to whom we disclose Personal Information to

Where it is not practicable for CMCC to notify individuals of all of the Collection Information before the collection of the Personal Information, CMCC will ensure that individuals are notified of the Collection Information as soon as possible after the collection.

### 2. USE

CMCC will obtain an individual's consent for Use of non-sensitive Personal Information for Secondary Purposes at the time of collection.

CMCC will not use Personal Information without taking reasonable steps to ensure that the information is accurate, complete and up to date.

### 3. DISCLOSURE



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CMCC may Disclose Personal Information to related or unrelated third parties if consent has been obtained from the individual.

This will include obtaining the individual's consent for Disclosures made under the credit reporting requirements of the Privacy Act.

CMCC may Disclose Personal Information to unrelated third parties to enable outsourcing of functions (such as billing)

CMCC 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 Privacy Act.

CMCC may Disclose Personal Information to law enforcement agencies, government agencies, courts or external advisers where permitted or required by law.

If a Disclosure is not for a Primary Purpose; is not for a related Secondary Purpose; or upfront consent has not been obtained, CMCC will not Disclose Personal Information otherwise than in accordance with the exceptions set out above.

#### **4. INFORMATION QUALITY**

CMCC will review, on a regular and ongoing basis, its collection and storage practices to ascertain how improvements to accuracy can be achieved.

#### **5. INFORMATION SECURITY**

CMCC requires employees and contractors to perform their duties in a manner that is consistent with CMCC's legal responsibilities in relation to privacy.

CMCC will take all reasonable steps to ensure that paper and electronic records containing Personal Information are stored in facilities that are only accessible by people within CMCC who have a genuine "need to know" as well as "right to know".

CMCC will review, on a regular and ongoing basis, its information security practices to ascertain how ongoing responsibilities can be achieved and maintained.

#### **6. OPENNESS**

CMCC's website will contain a prominently displayed privacy statement. To contact us, please refer to the "How to contact us" section below.

#### **7. ACCESS AND CORRECTION**

CMCC will allow its records containing Personal Information to be accessed by the individual concerned in accordance with the Privacy Act.

CMCC will correct its records containing Personal Information as soon as practically possible, at the request of the individual concerned in accordance with the Privacy Act.

Individuals wishing to lodge a request to access and/or correct their Personal Information should do so by contacting CMCC in writing at the contact details listed below.

CMCC reserves the right to charge a fee for searching for and providing access to your information.



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#### **8. ANONYMOUS TRANSACTIONS**

CMCC will allow its customers to transact with it anonymously wherever that is reasonable and practicable.

#### **9. TRANSFERRING PERSONAL INFORMATION OVERSEAS**

If Personal Information must be sent by CMCC overseas for sound business reasons, CMCC will require the overseas organisation receiving the information to provide a binding undertaking that it will handle that information in accordance with the National Privacy Principles, preferably as part of the services contract.

#### **How to contact us**

If you have any questions in relation to privacy, you can write to our Privacy Manager, at

Privacy Manager  
Clarkson McLaren Corporate Communications Pty Ltd  
GPO Box 2687  
Sydney NSW 2001