



Australia Pty Limited ABN 68 006 151 551

Privacy Policy

Your Privacy is important

This Privacy Policy is the official privacy policy of Occupational Safety and Health Associates (Australia) Pty Limited, ABN 68 006 151 551, trading as “OSHA Aust” (and/or entities within the OSHA Aust group) and it applies to all personal information collected by OSHA Aust.

OSHA Aust is committed to protecting the privacy of your personal information. This policy explains:

- how we collect, use and disclose information about our customers, suppliers (and their employees) and people who apply for employment with us;
- how we comply with our obligations under the Australian Privacy Act 1988 (Cth) and the Australian Privacy Principles set out in that Act; and
- how to contact us if you have any questions about the management of your personal information or would like to access the personal information we hold about you.

We may amend this policy at any time by posting the updated version on our website.

OSHA Aust is not responsible for the privacy practices of sites that are linked to this website via hyperlinks, banner advertising or otherwise.

What information do we collect?

OSHA Aust only collects information that is reasonably necessary for one or more of our functions or activities. Generally, the information we collect about customers includes your name, mailing and/or physical address, employing organisation (if appropriate), phone number and e-mail addresses. When you visit our websites, we may also collect your IP address.

We may also collect additional information about customers, including purchase history, location and preferences, either directly, or through third party analytics tools.

Wherever possible, we give you the option of interacting anonymously with us, if practicable and lawful to do so, but in this situation we may not be able to provide you with the full range of products and services available.

How we collect and hold information

OSHA Aust collects personal information only by lawful and fair means. Where it is reasonable and practicable to do so, we collect your personal information from you directly when you purchase products or services from us, provide your details to us at an industry or student event, or enter into competitions or other arrangements with us or provide feedback/complaints to us.

We take all reasonable steps to protect your personal information from misuse, loss, unauthorised access, modification or disclosure. Your personal information is stored on password protected servers located in access controlled secure locations.

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e osha@safety-health.com.au

t 03 9848 6788
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www.safety-health.com.au

Personal information is de-identified or destroyed securely when no longer required by us.

Why we collect and hold and how we use information

We collect, hold and use your information to:

- better understand our customers' requirements and preferences, conduct product and market research, personalise and improve our product and service offering and to provide offers that are of greater interest or benefit to you;
- to communicate with you, including providing you with work (occupational) health and safety information where relevant; responding to your feedback, queries and complaints; and notifying you of safety alerts;
- protect against fraud and theft;
- complete other transactions with you; and
- maintain and update our records.

From time to time, we may also use your personal information to send you targeted news, offers and promotions of our products and services. If you do not wish to receive these communications you can opt-out by contacting us at the address listed below.

How we disclose your information

We do not disclose personal information to third parties unless we are permitted to do so by law or you have given us your consent to do so.

Accessing and correcting your information and questions

You can request access to your information or that your information be corrected by contacting us at the address below.

If you have a question about our Privacy Policy or wish to make a complaint about the way we have collected, used, held or disclosed your personal information, please contact us at the address below. We may need to contact you for further details.

If you wish to make a formal complaint, please make your complaint in writing to our Privacy Officer. We will consider your complaint promptly and contact you to seek to resolve the matter. If we have not responded to you within a reasonable time, you are entitled under the Privacy Act to make a complaint to the Office of the Australian Information Commissioner.

Contact

Privacy Officer

Occupational Safety and Health Associates

PO Box 6107 Doncaster Victoria 3108

Email (to complain or access or correct information, or to unsubscribe or opt-out):

osha@safety-health.com.au

Phone: (+61) 3 9848 6788.

[Office of the Australian Information Commissioner

Website: www.oaic.gov.au

Phone: 1300 363 992]

Our company is small - our standards high - our expertise assured