

PRIVACY POLICY

Dupont and Associates Pty Ltd (Duponts) treat your personal information having regard to the Privacy Act of 1988.

Why do we collect personal information and how will it be used?

Duponts collects personal information when necessary from clients, customers, employees, contractors and other individuals for business purposes.

Duponts collects most information directly from individuals when dealing with them, but also from third parties. The personal information we collect may be provided in forms filled out by individuals, from face to face meetings, email messages, reports, telephone conversations or referral documentation.

Use of personal information

Personal information about individuals is collected for the following reasons:

- to provide our services;
- to respond to an individual's request;
- to maintain contact with clients; and
- for general management and reporting purposes, such as invoicing and account management.

Disclosing personal information

Duponts cannot disclose your personal information to another person, body or agency unless:

- you provide consent for the disclosure;
- you have been made aware, or it is reasonable to expect that *Duponts* would be required to provide your information, to that person, body or agency;
- we believe it necessary, to provide you with the product or service you require;
- the disclosure is necessary to prevent or lessen a serious threat to life or health;
- the disclosure is required or authorised by law;
- the disclosure is necessary for the enforcement of a criminal law, law imposing a financial penalty or the protection of a public revenue;
- to protect the rights, property or personal safety of any member of the public or customers of *Duponts*;
- some or all of the assets or operations of *Duponts* are, or may be, transferred to another party as part of a sale of some or all of the *Dupont* business.

We do not sell or trade personal information to third parties, or allow such third parties to use that personal information. We also require our service providers to adhere to our privacy guidelines and not use this information for any unauthorised purposes.

Safeguarding your privacy.

We will endeavour to take all reasonable steps to ensure security of any information that we hold about you, whether electronically or in hard-copy. We require our employees to sign agreements undertaking not to disclose or provide any information about any clients held by *Duponts*, unless under instruction from the authorised consultant.

Corrections and Concerns.

If you believe the information we hold about you is incorrect or out of date, or if you have concerns about how we are handling your personal information, please contact us and we will make every effort to resolve those concerns.

If *Duponts* becomes aware of any ongoing concerns or problems regarding our privacy practices, we will take those issues seriously and work to address them. If you have any further queries relating to our privacy policy, or you have a problem or complaint, please contact your Consultant or the Director, Rosemary Dupont.

Duponts operates in a dynamic business environment. Over time, aspects of our business may change as we respond to changing market conditions. This may require our policies to be reviewed and revised. *Duponts* reserve the right to change the privacy policy at any time and notify you by posting an updated version of the policy on our website.

The following link will assist you gain additional information about Australian legislation covering privacy www.privacy.gov.au/law/act/.