

Diamond Australia Privacy Policy

Scope:

This statement applies to personal information collected by Diamond Australia Pty Ltd (hereafter called the Company).

Personal information:

It is our usual practice to collect personal information directly from you.

Information is only collected as required by the Company to allow us to conduct normal business operations.

Sometimes we collect personal information from a third party if you have consented or would reasonably expect us to collect the information in this way, for example from publicly available sources such as websites or telephone directories.

Uses:

We only use your personal information for the purposes for which you give it to us and for related, internal management purposes.

We do not give information about you to other companies, government agencies, organisations or anyone else either locally or abroad unless one of the following applies:

- you have consented
- you'd expect us to or we have told you we will
- the information is not considered sensitive
- it is required or authorised by law
- it will prevent or lessen a serious and imminent threat to somebody's life or health or
- the disclosure is reasonably necessary for law enforcement or for the protection of public revenue.

Your choices:

You may access personal information that we hold about you or you can ask us to correct personal information we hold about you.

Where it is not necessary, individuals may choose to remain anonymous to the Company.

Our commitment:

We will only hold information if it is necessary and commit to keeping the information accurate and in a secure manner.

Important information:

The Company is bound by the Information Privacy Principles of the *Privacy Act 1988*.

How to contact us:

If you have any questions regarding our Privacy Policy or to view the information we have pertaining to you please contact the Company as follows:

The Privacy Officer
Diamond Australia
3 Redland Drive
Mitcham VIC 3132
AUSTRALIA