

Respecting your Privacy

Our business is committed to complying with:

- The *Privacy Act 1988 (Commonwealth)*
- The *Australian Privacy Principles* as described in the *Privacy Act 1988 (Cth)*
- *Information Privacy Act 2009 (Qld)*.

The legislation sets out clear standards for the collection, access, storage, security, use, transfer, and disposal of personal information that we obtain as part of our business operations. This includes information we collect from people in person, via email, from our web site, via the intranet, and over the phone.

Scope of Information

The main kind of personal information that our business collects and holds relates to employees, suppliers, contractors, visitors, and other specific interested parties with legitimate and legal interest in our business.

Disclosure of Information

We will not give out information to any other party except in compliance with a request from a law enforcement or government department. Under no circumstances will details including name, e-mail, phone number or address or any other personal information be sold to, or given to any other parties. We will never willfully sell, lease, or rent any personally identifiable information to any third party.

Access to Personal Information

We will provide access to any personal information we hold to the individual concerned (except in the limited circumstances recognised by privacy law).

More Information

More information about privacy law is available from the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au.

Availability and Review of Policy

We will make our privacy policy available on request and will provide a link to our policy from our internet site. This policy will be reviewed from time to time and any amendments will be incorporated in our policy.

Contact

If you have any questions relating to this Privacy Policy please contact us:

By phone on 1300 731 117

By email: admin@qbdoc.net

Ross Hutchings

Director

Quality Business Documents Pty Ltd

Date: 12th December 2023.