

National Privacy Principles

Summary of main points:

Only necessary information is collected

Personal information is used only for the primary purpose

Personal information is kept as accurate and up to date as possible

All reasonable steps are taken to keep personal information safe and secure

In certain circumstances, you have the right to access your personal information

Further information can be obtained by writing to The Privacy Officer



The Privacy Officer
P O Box 455
Toowoomba QLD 4350
Australia

Phone: +61 7 4635 1007
Fax: +61 7 4635 7461
Email: office@jmkellygroup.com



J M KELLY GROUP PRIVACY POLICY



*Committed to keeping
your
personal information
private*



YOUR PRIVACY

YOUR PRIVACY IS IMPORTANT TO US

The J M Kelly Group is committed to adhering to the National Privacy Principles as set out in the Privacy Act 1988 to ensure your personal information is handled correctly and your privacy is maintained. A Privacy Officer has been appointed to ensure these Principles are implemented and upheld.

COLLECTION

The J M Kelly Group collects only personal information from you that is necessary to:

- Operate our various functions and activities
- Comply with Australian Taxation Office requirements
- Comply with necessary business and accounting procedures

At all times, where it is reasonable and practical to do so, we will only collect your personal information directly from you.

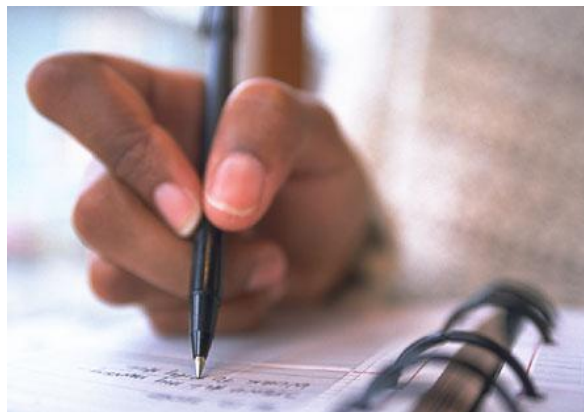
USE & DISCLOSURE

Unless otherwise required by law, the J M Kelly Group will not use or disclose personal information about an individual for a purpose other than for the primary purpose of collection as stated above. Further, personal information that is collected is not disclosed to other organisations in foreign countries.

ACCURATE INFORMATION

The J M Kelly Group takes all reasonable precautions to ensure that the personal information we hold is accurate and up to date. However, the accuracy of that information depends largely on the information provided by you. It's important that:

- You inform us immediately if there are any errors in your personal information
- You inform us immediately of any changes in your personal information such as change in address or next of kin.



SECURITY OF YOUR PERSONAL INFORMATION

All reasonable steps are taken to ensure the personal information held by the J M Kelly Group is protected from misuse, loss, unauthorised access, modification or unauthorised disclosure. A system is also established to periodically destroy or permanently de-identify personal information that is no longer required.

OPENNESS

The J M Kelly Group has prepared this brochure to set out our policies on the management of personal information. Should you wish to know further information on what sort of personal information is held, the purpose of holding the information, how it is collected, how it is held, used and disclosed, please put your request in writing and address it to the Privacy Officer at the address on the back of this brochure.

ACCESS AND CORRECTION

You have the right to access your personal information, subject to some exceptions as allowed by law. If you would like to do so, please contact The Privacy Officer at the address on the back of the brochure. Depending on the extent of the request, we reserve the right to charge a fee for searching for and providing access to your information. For privacy and security reasons it would be appreciated if you would put your request in writing.