

YOUR PRIVACY

YOUR PRIVACY IS IMPORTANT TO US

The J M Kelly Group is committed to adhering to the Australian Privacy Principles as set out in the Privacy Act to ensure your personal and/or business 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 and/or business 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, we will only collect your personal and/or business information directly from you.

USE & DISCLOSURE

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

ACCURATE INFORMATION

The J M Kelly Group takes all reasonable precautions to ensure that the personal and/or business 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 and/or business information
- You inform us immediately of any changes in your personal and/or business information such as change in address

SECURITY OF YOUR PERSONAL AND/OR BUSINESS INFORMATION

We hold personal and/or business information both electronically and in hard copy form. All reasonable steps are taken to ensure the personal and/or business 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 and/or business information that is no longer required.

OPENNESS

The J M Kelly Group has prepared this policy to set out our policies on the management of personal and/or business information. Should you wish to know further information on what sort of personal and/or business 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 office@jmkellygroup.com or PO Box 455, Toowoomba Q 4350.

ACCESS AND CORRECTION

You have the right to access your personal and/or business information, subject to some exceptions as allowed by law. If you would like to do so, please contact The Privacy Officer at office@jmkellygroup.com or PO Box 455, Toowoomba Q 4350. 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.

COMPLAINTS

If you have a concern regarding your privacy, you have a right to make a complaint. Please lodge your complaint in writing to the Privacy Officer at office@jmkellygroup.com or PO Box 455, Toowoomba Q 4350.

If you are not satisfied with our handling of your complaint, you may refer your complaint to external dispute resolution. You may contact the office of the Australian Information Commissioner by calling them on 1300 363 992, online at www.oaic.gov.au or in writing to GPO Box 5218, Sydney NSW 2001.

FURTHER INFORMATION

For further information, please contact the Privacy Officer (PO Box 455 Toowoomba, Q 4350) at office@jmkellygroup.com or visit the Australian Information Commissioner at www.oaic.gov.au.