

# Privacy Statement

We recognise the importance of protecting personal information collected by us. We are committed to, and bound by law to comply with, the National Privacy Principles.

## Collecting Personal Information About You

We collect and store personal information about clients and prospective clients so that we can provide a range of services. The types of information we usually collect are:

- the name, street and mailing address, date of birth, email address, telephone numbers, fax numbers and your company or business name;
- information relating to the business in which we have represented your interest or may in the future represent those interests.

## How We Use and Disclose Your Personal Information

Unless you inform us, or you have previously advised us not to, your personal information may also be used by us for:

- informing you about our services and providing you with the service you have requested;
- helping us to conduct business with you.

**If you do not want us to contact you or send you information, please let us know.**

We may also disclose your personal information to:

- external service providers or Government authorities as a necessary incident of the work we are undertaking for you;
- unless you inform us not to, anyone acting on your behalf.

Other than for the purposes above, we will not disclose your information without your consent, or as required or authorised by law.

## Accessing and Maintaining Your Personal Information

In most cases you can quickly gain access to any personal information that we hold about you. If you want to access information we hold about you, you should request that information in writing to us at the following address:

Privacy Officer  
Continuum Commerce  
[Address]

We aim to ensure the personal information we hold about you is accurate, complete and up to date.

## Protecting Your Personal Information

We store information in hard copy and electronic form. We take all reasonable care to ensure the personal information about you is protected from loss, misuse or alteration.

## Transborder Data Transfer

We may transfer personal information to a person or company in a foreign country if that transfer is deemed necessary and is related to the purpose for which the information was collected. We will advise any overseas parties of how to handle your data consistent with the National Privacy Principles.

## Refusing to Provide Personal Information

You can refuse to provide us with your personal information. If you do refuse to provide us with information, however, we may not be able to assist you in certain circumstances.