

AXS Access Management Pty Ltd

PRIVACY POLICY

1. Why Do We Have This Policy

We are required to comply with the Australian Privacy Principles (APPs) in the *Privacy Act 1988* which regulate the manner in which personal information is handled throughout its life cycle, from collection/receipt to use and disclosure and storage accessibility and disposal.

2. What Information Do We Collect and How is it Collected

This privacy policy applies to personal information that AXS Access Management Pty Ltd (126 708 736) (“AXS”, “we” “us” “our”) collects such as names, email addresses, contact details, (“Information”) of clients, potential clients, business contacts, and of visitors to or users of our website (www.axsm.com.au) (“you”) only where this Information is supplied to us directly (or through our Website) by you or you make that Information available publicly. We do this by way of email, telephone, through written correspondence or in person.

3. Why Do We Collect This Information

We hold and may use this Information for contacting our clients for business and marketing purposes, credit checks, administration, registering our security interests and for conducting market research for product and service improvement purposes from time-to-time. You are free to opt-out from receiving marketing information from us. Information about how to do this is included with each communication.

4. When Do We Disclose Your Information

Access to any personal information we collect is restricted to only those within AXS that need to use this for any of the purposes outlined above. We will never publicise your personal information without your express permission, unless required by law. We never sell or market your information, nor do we allow anyone else to access your information, unless required by law.

Where required by applicable law, we may disclose your personal data to third parties: (i) when required by law, by court order, or in response to a search warrant or other legally valid inquiry; (ii) to an investigative body; (iii) to enforce our agreements with you; (iv) when requested by government or law enforcement authorities; (v) with your express consent, or, (vi) pursuant to our good faith belief that disclosure is required by law or otherwise necessary to the establishment of legal claims or defences, to obtain legal advice, to exercise and defend our legal rights, to protect our rights or property, or to protect the life, body or property of an individual.

5. Security and Third Party Sites

We maintain virus and malware scanning software on our systems.

Our website may interface to other third-party sites such as Twitter, Facebook and LinkedIn. If you click links or buttons that interact with those websites, you should check the privacy policies of those sites.

6. How to Access Your Personal Information

You have the right to access the personal information that we hold about you and to request its correction. You can do this by contacting the Privacy Officer on the contact details below. We will respond to access and correction requests within a reasonable period after the request is made:

Privacy Officer: Eldijana Sarich

E: ESarich@axsm.com.au

T: (080 9241 6088

7. How You May Make a Complaint

If you have an enquiry or complaint about how AXS has collected or handled your personal information, please contact our Privacy Officer on the contact details above.

Our Privacy Officer will endeavour in the first instance to deal with your complaint and take any steps necessary to resolve the matter within two weeks. If the matter is more complex it may take longer and we will advise you in writing of this. Our response will set out whether in the Privacy Officer's view there has been a breach of this Privacy Policy or any applicable privacy legislation and what action, if any, AXS will take to rectify the situation. If you are unhappy with our response you can refer your complaint to the Office of the Australian Information Commissioner.