



# Kudos Colour Printing Privacy Policy

## Statement of our Aim

Kudos Colour Printing Pty Limited ("Kudos Colour Printing") is committed to meeting the requirements of the Privacy legislation and the National Privacy Principles when dealing with personal information supplied to us in the course of business.

## Collection of Personal Information

It is Kudos Colour Printing's policy to only collect information that is relevant to our business relationship with you and assists us with carrying out our core business functions. The information we collect will include contact details (address, phone number, email), personal details and information about your use of our services. Where you do not provide the information required we will inform you of the consequences, for example we may not be able to process a credit or job application without the contact details of referees. Where information is collected we will endeavour to do so directly from you. Where information is collected we will endeavour to inform you of why the information is being collected and how it will be used. We will also inform you of whom we may disclose the information to (if anyone) and why. We will take all reasonable steps to ensure that information we collect, use or disclose is accurate, complete and up-to-date.

## Collection of Sensitive Information

We will not collect any personal information from you that may reveal racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, or details of health, disability or sexual activity or orientation. Exceptions to this include:

- where you have given express consent to us to do so;
- where there are reasonable grounds to believe that disclosure is necessary to prevent a threat to life or health;
- the use is authorised by law or reasonably necessary to enforce the law; or
- when the information is necessary for the establishment, exercise or defence of a legal claim.

## Security of your information

We will take reasonable steps to ensure that all information we collect is stored in a secure environment and accessed only by authorised persons.

We will not retain any information for any longer than it is required by us, except to fulfil our legal obligations.

## How we use your personal information

The information we gather from you is required to fulfil certain requirements necessary to carrying out our business including account management, delivery of goods, and credit management. For example delivery addresses to enable the delivery of goods, contact phone numbers for employment or credit referees, bank account details for the processing of payments etc.

We may use personal information for a purpose other than the purposes specified above if:

- you would reasonably expect us to use the personal information for that other purpose; and
- the other purpose is related to the purposes (specified above).

If we wish to use any of this personal information, information or data for any purpose other than to conduct our core business functions, we will not do so unless we have your consent.

Exceptions to this include:

- where there are reasonable grounds to believe that disclosure is necessary to prevent a threat to life or health;
- where we suspect that unlawful activity is or has been engaged in and uses the personal information, information or data to investigate the suspected unlawful activity; or
- the use is authorised by law or reasonably necessary to enforce the law.

## Disclosure of your information

The information we collect from you is confidential. We will not reveal, disclose, sell, distribute, licence, share or pass that information on to any third parties, other than to those select organisations who perform certain functions or operations for us, for example the freight company used to deliver goods to you, or the credit rating agency used for the purpose of processing your credit application.

We may disclose the personal information, other information or data we collect from you for the purpose specified to you at the time of collection or for another purpose if:



- you would reasonably expect us to disclose it for that purpose; and
- that purpose is related to the purpose specified to you at the time of collection.

If we wish to disclose any personal information other than in a manner set out above, we will obtain your express consent to do so.

#### **How to access, correct or update your information**

You will always have access to the information and content that you provide to us. If you wish to access this information please contact:

- The Finance Department if the matter involves accounts payable, accounts receivable, a credit application or other financial matter.
- If the matter is to do with a job application the person to whom you provided your CV
- If the matter is to do with an account (production) query your account manager

We will endeavour to fulfil your request within a reasonable amount of time. If we refuse to provide you with information, we will inform you of the reason(s) access has been refused.

#### **Information collected on our web site**

Our website is primarily an information site where you can find out information about us. We collect no personal information about you when you visit our website unless you choose to provide this information to us. However, we collect and store certain information automatically. Here is how we handle information about your visit to our website.

#### **What We Collect and Store Automatically**

If you do nothing during your visit but browse through the website, read pages, or download information, we will gather and store certain information about your visit automatically. This information does not identify you personally. We automatically collect and store only the following information about your visit:

The Internet domain (for example, "xcompany.com" if you use a private Internet access account, or "yourschool.edu" if you connect from a university's domain) and IP address (an IP address is a number that is automatically assigned to your computer whenever you are surfing the Web) from which you access our website.

- the type of browser and operating system used to access our site.
- the date and time you access our site.
- the pages you visit.
- if you linked to our website from another website, the address of that website.

We use the information we collect to count the number and type of visitors to the different pages on our site, and to help us make our site more useful to visitors like you.

#### **If You Send Us E-mail**

You may choose to provide us with personal information, as in e-mail with a comment or question. We use the information to improve our service to you or to respond to your request. Except for authorized law enforcement investigations, we do not share our e-mail with any other outside organizations.

#### **Cookies**

Kudos Colour Printing does not use Cookies in it's website.

#### **Links to Other Sites**

Our website has links to partners and other sites. When you link to another site, you are no longer on our site and are subject to the privacy policy of the new site.

#### **Restriction of Liability**

Kudos Colour Printing makes no claims, promises or guarantees about the accuracy, completeness, or adequacy of the contents of its website and expressly disclaims liability for errors and omissions in the contents of its website.

No warranty of any kind, implied, expressed or statutory, including but not limited to the warranties of non-infringement of third party rights, title, merchantability, fitness for a particular purpose and freedom from computer virus, is given with respect to the contents of this website or its hyperlinks to other Internet resources.

Reference in our website to any specific commercial products, processes, or services, or the use of any trade, firm or corporation name is for the information and convenience of the public, and does not constitute endorsement, recommendation, or favouring by Kudos Colour Printing.