

DM Plastics & Steel Pty Ltd – Privacy Policy

DM Plastics & Steel Pty Ltd (ABN 110 759 763) (**we, our, us**) is bound by the Australian Privacy Principles set out in the *Privacy Act 1988* (Cth). This policy (**Privacy Policy**) affirms our commitment to comply with those principles and ensure the privacy of personal information of the individuals with whom we deal.

About the Information We Hold

To best assist you in accessing our products and services, we may collect, hold and use records about you including your name, telephone number, email address, residential or business address, transaction history, banking/payment details and/or other contact information. We will only collect personal information about you where we consider it necessary for one or more of the activities or functions we undertake in connection with providing and offering goods and services to you, or for any other purpose consented to by you or authorised by law.

Collection of Personal Information

We collect your personal information to ensure that we are able to offer you the best possible service. In particular, the collection of your personal information will help to enable us to provide you with prompt and efficient product ordering and delivery services. If you do not provide us with certain information about yourself then we may be unable to offer products and services to you.

Wherever possible, we will collect information from you personally. However, there may also be circumstances where we collect information about you from third parties. We will inform you at, or shortly after, the time we collect your personal information, of the reasons for collecting the information and if the information is to be disclosed to any third parties.

Storage, Protection and Security of Information

We take all necessary precautions to ensure your personal information is stored in a safe and secure environment, including in respect of electronic and hard copies of information. We do not routinely disclose your personal information to any other person or organisation and we are unlikely to disclose any of your personal information to overseas recipients.

How You Can Gain Access or Correct Information

You can contact us to request access to personal information we may hold about you, seek correction to personal information or make a complaint about a breach of the Australian Privacy Principles.

Such requests or complaints should be made in writing and addressed to our Privacy Officer, using the details set out below. Our Privacy Officer will establish the identity of the individual before dealing with any request or complaint and may therefore ask questions which relate to the personal information held.

A response to all requests or complaints will be provided as soon as is reasonably practicable and generally within 90 days of receipt. A fee may apply to recover reasonable costs of making personal information available to an individual.

If you believe that the personal information we hold about you is not accurate, complete or up-to-date we will take reasonable steps to make any necessary corrections.

Variation and Consent to Variation

We may at any time vary the terms of this Privacy Policy. You should check this Privacy Policy regularly so that you are aware of any variations made to this Privacy Policy.

Contacting Us

Should you require further information about our Privacy Policy, wish to make a request or complaint, or would like to opt out of receiving certain communications or information, you may contact:

The Privacy Officer
DM Plastics & Steel
30-34 Churchill Road North
DRY CREEK
SA 5094
Email: accounts@dmplastics.com.au
Phone: 08 8360 5777

If your concerns are not resolved to your satisfaction or you would like further information in regards to the Privacy Act, the matter can be referred to the Office of the Australian Information Commissioner on 1300 363 992.