

Quadrant Marine Services Pty Ltd – Privacy Policy

Quadrant (“the organisation”) appreciates that privacy is very important to people. The organisation has adopted this Privacy Policy as we recognise the right of our customers and stakeholders to keep their personal information private. This Privacy Policy covers the organisation’s treatment of personally identifiable information that we collect or hold. Like many other organisations, the Organisation must comply with the National Privacy Principles contained in the Privacy Act when dealing with personal information.

1. The information we collect

The organisation will collect general information about you, such as your name, address, contact details, date of birth and other relevant details when you apply for accounts. We may also collect this and other types of personal information during the course of dealing with you, for example when you wish to obtain goods or services. Where practicable, the purposes for which we collect personal information will be made clear at the time of collection.

2. How we use your information

The organisation will use the personal information collected for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law.

3. Access to your information

You can access the personal information that the organisation holds about you by contacting us at any time. We will provide you with access unless we are legally authorised to refuse your request. We may charge a reasonable amount for providing access. If you wish to change personal information that is out of date or inaccurate at any time please contact us. After notice from you, we will take reasonable steps to correct any of your information that is inaccurate, incomplete or out of date. If you wish to have your personal information deleted please let us know and we will delete that information wherever practicable. We may refuse your request to access, amend or delete your personal information in certain circumstances. If we do refuse your request, we will provide you with a reason for our decision and, in the case of amendment, we will note with your personal information that you have disputed its accuracy.

4. Security

The organisation will take reasonable steps to keep secure any personal information that we hold and to keep this information accurate and up to date. Personal information is stored in a secure server or secure files.

The Internet is not generally a secure method of transmitting information. Accordingly, the organisation cannot accept responsibility for the security of information you send to or receive from us over the Internet or for any unauthorised access or use of that information. The organisation does, however, recognise that

information will be passed via the Internet and takes all reasonable steps to minimise the risk associated with such communications.

5. Changes to this Privacy Policy

The organisation may amend this Privacy Policy from time to time by posting the amended version on our website at www.quadrantmarine.com.au. We suggest that you visit our website regularly to keep up to date with any changes.