

# **SPECIALIST SHARE EDUCATION**

## **PRIVACY POLICY**

### **Our Commitment**

We recognize that your privacy is important. We are bound by, and committed to supporting the National Privacy Principles (NPP) set out in the Privacy Amendment Act 2001. The information below is largely a summary of our obligations under the NPP.

### **Use and Disclosure**

The type of information we collect will depend on the nature of your dealings with Specialist Share Education. We collect only the information which is reasonably necessary to deliver our share market services to you or to maintain your contact details. It may include;

- Name and address
- Phone numbers, email addresses and residential address
- Credit card details
- Banking details

We will destroy or de-identify any personal information once it is no longer required for us to provide services to you.

We do not generally collect any sensitive information about you unless required to do so by law or legislation. We only use and disclose information about you for the purpose for which it was disclosed to us which would reasonably be expected, without your permission.

We may use the personal information for the purpose of providing you with direct marketing material such as articles that may be of interest to you. You may request not to receive this information. Please allow 2 weeks for this request to be auctioned.

### **Access and Correction**

You may access the personal information we retain and request corrections. This right of access is subject to some exceptions allowed by the law.

We will not provide you access to personal information which would reveal any confidential formulae or the detail of any in-house evaluative decision making process, but may instead provide you with the result of the formulae or process or an explanation of that result. The Company reserves the right to charge a fee for searching for and providing access to your personal information. In the event we refuse you access to your personal information, we will provide you with an explanation for that refusal.

We will endeavour to ensure that at all times the personal information about you that we hold is up to date and accurate. The accuracy of the personal information is dependant to a large degree on the information you provide and you should advise us if there are any errors in your personal information.

### **Privacy Complaints**

If you wish to complain about any breach or potential breach of this privacy policy or the National Privacy Principles, you should contact us as outlined below. Your complaint will be considered within seven days and responded to accordingly. It is our intention to use our best endeavours to resolve any complaint to your satisfaction, however, if you are unhappy with our response, you are entitled to contact the Office of the Privacy Commissioner who may investigate your complaint further.

#### Contact Details

Specialist Share Education

Address: 22 Dilkara Way, City Beach 6015

Telephone: 08 92456611

Mobile: 0411 606 706

Fax: 08 92456611

Email: [garry@specialistshareeducation.com.au](mailto:garry@specialistshareeducation.com.au)