



TYRE STEWARDSHIP AUSTRALIA LIMITED

INTRODUCTION

Tyre Stewardship Australia Limited (TSA) is committed to providing quality services and this policy outlines our ongoing obligations in respect of how we manage personal information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your personal information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.oaic.gov.au

WHAT IS PERSONAL INFORMATION AND WHY DO WE COLLECT IT

Personal information is information or an opinion that identifies an individual. Examples of personal information we collect include names, addresses, email addresses, phone and facsimile numbers. This personal information is obtained in many ways including but not limited to when you engage in correspondence with us.

SENSITIVE INFORMATION

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information. TSA does not capture sensitive information.

THIRD PARTIES

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

DISCLOSURE OF PERSONAL INFORMATION

Your personal information may be disclosed in a number of circumstances including the following:

- Where authorised by law.

SECURITY OF PERSONAL INFORMATION

Your personal information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When your personal information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your personal information. However, most of the personal information is or will be stored in client files which will be kept by us for a minimum of 7 years.

ACCESS TO YOUR PERSONAL INFORMATION

You may access the personal information we hold about you and to update and/or correct it, subject to certain exceptions.

If you wish to access your personal information, please contact us in writing.

In order to protect your personal information, we may require identification from you before releasing the requested information.

MAINTAINING THE QUALITY OF YOUR PERSONAL INFORMATION

It is important to us that your personal information is up to date. We will take reasonable steps to make sure that your personal information is accurate, complete and up to date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

POLICY UPDATES

This policy may change from time to time and is available on our website.

PRIVACY POLICY COMPLAINTS AND ENQUIRIES

If you have any queries or complaints about our privacy policy, please contact us at:

Tyre Stewardship Australia

PO Box 250, Richmond, VIC 3121

Email: getonboard@tyrestewardship.org.au

Phone: +613 9977 7820