

PRIVACY STATEMENT

NEWCASTLE MINI

PRIVACY POLICY

Personal information about visitors to our sites is collected only when knowingly and voluntarily submitted. For example, we may need to collect such information to provide you with further services or to answer or forward any requests or enquiries. It is our intention that this policy will protect your personal information from being dealt with in any way that is inconsistent with the Australian Privacy Principles (**APPs**) in the Privacy Act 1988 (Cth).

PRIVACY STATEMENT

We recognise the importance of protecting the privacy of information collected about visitors to our sites, in particular information that is capable of identifying an individual ("personal information"). This Internet Privacy Policy governs the manner in which your personal information, obtained through the web site, will be dealt with. This Privacy Policy should be reviewed periodically so that you are updated on any changes.

YOUR PERSONAL INFORMATION

In the course of providing our services, we collect personal information in a variety of ways. For example, information is collected when you:

- ask to be placed on one of our mailing lists,
- apply for a job with us,
- make an enquiry about our services,
- visit our web site, or
- become a client or debtor of the company.

INFORMATION PROVIDED BY YOU

You provide most of the personal information directly to us and for a specific purpose.

HOW WE USE THE INFORMATION WE COLLECT

Personal information that visitors submit to our sites is used only for the purpose for which it is submitted unless we disclose other uses in this Internet Privacy Policy or at the time of collection. Copies of correspondence sent from the web site, that may contain personal information, are stored as archives for record-keeping and back-up purposes only. You should be aware that we may use your email address to contact you in the future. We will not sell or pass on your details to third parties. We may disclose your information to service providers, agents, contractors and strategic partners from

time to time to help us to provide and market our services to you. If we do this we generally require these parties to protect our information the same way we do.

USE OF THE INFORMATION FOR A SECONDARY PURPOSE

We may sometimes use the personal information we collect for a secondary purpose, that is, for use in a way different from the original reason for collection. We will only do this in the following circumstances: where you have consented, where the secondary purpose is directly related to the primary purpose, and you would reasonably expect us to use or disclose the information in such a way, or where we are permitted or required by law, or it is in the interests of public safety to do so.

CORRECTING INFORMATION

You may contact our **Privacy Officer** to request access to the personal information that we hold about you and/or to make corrections to that information, at any time. On the rare occasions when we refuse access, we will provide you with a written notice stating our reasons for refusing access.

You can also request that information about you be corrected or deleted. This is part of our commitment to take all reasonable steps to ensure that the information we hold about you is accurate, complete and up-to-date.

USE OF COOKIES

A cookie is a small message given to your web browser by our web server. The browser stores the message in a text file, and the message is then sent back to the server each time the browser requests a page from the server.

We use session cookies for statistical purposes only. Upon closing your browser, the session cookie set by this website is destroyed and no personal information is maintained which might identify you should you visit our website at a later date. Cookies can be either “persistent” or “session” based. Persistent cookies are stored on your computer, contain an expiration date, and may be used to track your browsing behaviour upon return to the issuing website. Session cookies are short-lived, are used only during a browsing session, and expire when you close your browser.

Most Internet browsers are set up to accept cookies. If you do not wish to receive cookies, you may be able to change the settings of your browser to refuse all cookies or to notify you each time a cookie is sent to your computer, giving you the choice whether to accept it or not.

GOOGLE ANALYTICS

In addition to cookies, this website uses Google Analytics software (or cookies) and may feature Google Remarketing cookies to collect website usage data. We collect this data to measure things like how you found our website, how long you stayed, what you looked at and many other things. This information is collected so that we can make

informed decisions on how to improve your future experience with our website. Furthermore, we use this information to select online advertisements that are likely to be more relevant and helpful for you, our website visitor. Third-party vendors, including Google, show our online advertisements on various websites across the Internet and use cookies to serve ads based on someone's past visits to your website. If you are at all concerned, you may opt out of Google's use of cookies by visiting the Ads Preferences Manager. All of this activity is common web practice and falls within the bounds of the Google Analytics Terms of Service.

OVERSEAS TRANSFERS OF PERSONAL INFORMATION

As at the date of this Privacy Policy, we are not likely to disclose your personal information to overseas recipients.

If in future we do propose to disclose personal information overseas, we will do so in compliance with the requirements of the Privacy Act. We will, where practicable, advise you of the countries in which any overseas recipients are likely to be located.

If you do not want us to disclose your information to overseas recipients, please let us know.

From time to time we may engage an overseas recipient to provide services to us, such as cloud-based storage solutions. Please note that the use of overseas service providers to store personal information will not always involve a disclosure of personal information to that overseas provider. However, by providing us with your personal information, you consent to the storage of such information on overseas servers and acknowledge that APP 8.1 will not apply to such disclosures. For the avoidance of doubt, in the event that an overseas recipient breaches the APPs, that entity will not be bound by, and you will not be able seek redress under, the Privacy Act.

DISCLOSURE

You should be aware that we may use your email address to contact you in the future. We will not sell or pass on your details to third parties.

SECURITY

We strive to ensure the security, integrity and privacy of personal information submitted to our site. Unfortunately, no data transmission over the Internet can be guaranteed to be totally secure.

However, we will endeavour to take all reasonable steps to protect the personal information you may transmit to us or from our online products and services. Once we do receive your transmission, we will also make our best efforts to ensure its security on our systems. Nothing in this Privacy Policy restricts, excludes or modifies or purports to restrict, exclude or modify any statutory consumer rights under any applicable law including the Competition and Consumer Act 2010 (Cth). Please notify us immediately if you become aware of any breach of security.

In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us. However, we will not be held responsible for events arising from unauthorised access to your personal information. We will destroy or de-identify personal information once it is no longer needed for a valid purpose or required to be kept by law. We may use and disclose de-identified information in the ordinary course of our business e.g. for the purpose of providing various reports to monitor sales & marketing efforts both internally in our business practise and externally in administering and performing any contracts with service providers.

LINKS TO OTHER SITES

We provide links to Web sites outside of our web site, as well as to third party Web sites. These linked sites are not under our control, and we cannot accept responsibility for the conduct of companies linked to our website. Before disclosing your personal information on any other website, we advise you to examine the terms and conditions of using that Web sites and its privacy statement.

FURTHER PRIVACY INFORMATION

For more information about privacy issues in Australia and protecting your privacy, visit the Australian Federal Privacy Commissioner's website.