



Scott Printers Pty Ltd ("Scott Print") is committed to ensuring that your personal information is handled responsibly, in accordance with the Privacy laws, including the National Privacy Principles contained in the Privacy Act 1988 (Cth).

The Scott Print's Privacy Policy ('the Policy') outlines how Scott Print collects, discloses, uses, stores or otherwise handles your personal information.

Collecting Your Personal Information

The Policy relates to personal information collected by any means. It is Scott Print's usual practice to collect this personal information directly from you. However, often your personal information is collected through the use of Scott Print's website or in response to Scott Print's printed and online advertisements.

Furthermore, there may be occasions when Scott Print will source personal information from an external third party, or a publicly available source. If Scott Print does not have your prior consent, Scott Print will take reasonable steps to inform you that it has collected personal information from the third party.

Use of Personal Information

To assist Scott Print in the provision of its services, it collects your personal information. Scott Print may collect personal information from you so that Scott Print can assist you with your printed collateral.

Generally, the personal information Scott Print collects about you may include name, mailing address, telephone number, e-mail address.

As a general rule, Scott Print does not collect sensitive information about you. However, in circumstances where Scott Print requires sensitive information from you for the purpose of providing our services to you, or if the law requires Scott Print to provide such information, Scott Print will first seek your consent to collect it.

Use by Third Parties

Scott Print may use and disclose your personal information to third parties for the purposes it was collected, or for a related or ancillary purpose such as providing you with one of our services. Accordingly, Scott Print may disclose your personal information to a number of third parties, including but not limited to:

- Scott Print's related entities;
- any government authority, any law enforcement body, including the Australian Federal Police; or

If Scott Print discloses personal information to any third party, Scott Print will generally request these parties to protect such personal information in the same way that Scott Print does.

Data Quality

Scott Print takes reasonable steps to ensure that the personal information it collects is accurate, up to date and complete.

In circumstances where your personal information has changed please contact the Privacy Officer, they will endeavour to update and correct the information. Scott Print may also contact you from time to time to check the information is still correct.

Data Security

Scott Print takes reasonable steps to protect the personal information we hold from loss, unauthorised access, and misuse. The use of locks and security systems assist Scott Print in protecting your personal information.

Your personal information may be stored in hard copy documents, or electronically on Scott Print's software or systems.

When no longer required, personal information is destroyed in a secure manner or deleted.

Information Collected on Scott Print's Website

By using Scott Print's website, you consent to the terms of Scott Print's Privacy Policy. If you do not agree with any term of this policy, please do not use Scott Print's website. Users are advised that there are inherent risks in transmitting information across the internet.

When you access Scott Print's website, Scott Print gathers information about users collectively. Such information includes the areas that users visit most frequently and the services users access the most. Scott Print will only use such data anonymously and in the aggregate. By doing so, Scott Print can optimise the services it provides to you.

Scott Print may also collect personal information that individuals choose to provide via online forms or by email. Any personal information provided online is treated in the same manner as any personal information collected through other means (unless specifically outlined in this Policy).

Scott Print's Website and Cookies

Cookies are data that a Web site transfers to an individual's hard drive for record-keeping purposes. Cookies can facilitate a user's ongoing access to and use of a site. They allow us to track usage patterns and to compile data that can help us improve our content. If you do not want information collected through the use of Cookies, there is a simple procedure in most browsers that allows you to deny or accept the Cookie feature. You should note, however, that Cookies may be necessary to provide you with features such as registered services.

Scott Print and Feedback Submitted

Scott Print's websites have several areas on the site where you can submit feedback. Any feedback that is submitted through this area becomes the property of Scott Print. Scott Print may use this feedback for marketing purposes, or to contact you for further feedback on the site.

Changes to This Policy

Scott Print may change this Policy from time to time for any reason and will update the Policy accordingly.

Contacting Scott Print

Please contact our Privacy Officer at Scott Print if you have a request relating to any of the following:

- if you would like to access your personal details collected by Scott Print;
- if you would like Scott Print to change any of your personal details;
- if you would like your personal details removed from the Scott Print database; or
- any general queries relating to this Privacy Policy.

To assist us with your request, we would be grateful if you would please provide sufficient information (for example, name, address, contact details) to enable us to locate your record on our database.

You may contact Scott Print's Privacy Officer using the following details;

The Privacy Officer,
PO BOX 8494, STIRLING ST
PERTH WA 6000

or info@scott.com.au

Scott Print
25 October, 2011