



PRIVACY POLICY

Pacific Mining Parts also known collectively PMP Group (the “Company”) is committed to providing quality services and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

The Privacy Act governs the way in which we collect, use, disclose, store, secure and dispose of your personal information. The purpose of this policy is to ensure the protection of your privacy in relation to the handling of your personal information.

SCOPE

This policy applies to all related companies under governance of PMP Group, their employees, contractors, and stakeholders in all jurisdictions the Company operates in.

PERSONAL INFORMATION

“Personal Information” means any information or opinion, whether true or not, whether recorded in a material form or not, about an identified individual or an individual who is reasonably identifiable. In general terms, this includes information or an opinion that personally identifies you either directly (e.g. your name) or indirectly. Examples of Personal Information we collect includes but not limited to:

- Name
- Mailing or street address
- Date of birth
- email address
- phone or facsimile number

The personal information we collect about you depends on the nature of your dealings with us or what you choose to share with us. When we collect Personal Information, we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

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.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent, or where required or authorised by law

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:

- Third parties where you consent to the use or disclosure
- Where required or 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 unauthorized 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.

The Company will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Information.

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

MAINTAINING ACCURATE DETAILS

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.

INQUIRIES AND COMPLAINTS

For complaints about how we handle, process, or manage your personal information, please contact the relevant Country Director. Note we may require proof of your identity and full details of your request before we can process your complaint. We will endeavour to respond to your inquiry or complaint within 7 days of us receipt of your claim.

Signed

Signed with Odoo Sign
466cd52f63...

Duncan Scott

Grant Jones

Signed with Odoo Sign
340738489...

Chris Henderson