



PRIVACY POLICY

INTRODUCTION

This policy contains a brief summary of how we manage personal information. In this policy the expressions “we”, “us” and “our” refer to Marcris Family Trust and its associated entities.

We are bound by the National Privacy Principles contained in the Privacy Act 1988. Our handling of employee records is exempt from the National Privacy Principles and is not covered by this policy.

COLLECTION OF PERSONAL INFORMATION

Generally personal information is information from which the identity of an individual person can be ascertained.

In the course of conducting our business we collect personal information about prospective employees, clients, customers, suppliers, contractors and their respective employees and directors. This information includes names, addresses, phone numbers, financial information and other information as appropriate.

We will collect your personal information directly from you wherever it is reasonable and practicable to do so. When appropriate we collect personal information indirectly from third parties. For example, we collection information from trade referees and bankers stated in a credit application, credit reference agencies, referees stated in an employment application and anyone else you may refer us to.

Whenever you provide us with personal information about other individuals, we rely on your promise that you have made them aware that you will or may provide their information to us, the purposes we use it for, the types of third parties we disclose it to and how they can access it (as described in this document). If it is sensitive information we rely on you to have obtained their consent to the above. If you have not done either of these things, you must tell us before you provide the relevant information.

USE AND DISCLOSURE

We will only use or disclose personal information for the purpose for which it was collected or for any other purpose for which you would reasonably expect it to be used or disclosed, unless you consent or we are required by law or otherwise compelled to disclose such information.

From time to time we share personal information with entities within the Marcris Family Trust group of companies. We also share information with third parties assisting us in the operation of our business or providing a service to us, such as recruitment agencies, credit reporting agencies, debt collectors, technology consultants, legal and financial advisers, contractors and agents. We may also disclose information to a prospective purchaser of our business.

IF YOU DO NOT GIVE US PERSONAL INFORMATION

Wherever lawful and practicable, you do not have to give us personal information. However if you do not give us the personal information we require, we may not be able to provide our services, properly assess an employment application or credit application or otherwise complete your request.

QUALITY AND SECURITY

We will make every reasonable effort to ensure that personal information we collect is complete, accurate and up-to-date and to ensure the security of that information.

EMAIL AND INTERNET USE

We do not identify users of our website. We will only record an individual's email address if you send us an email. An individual's email address will only be used for the primary purpose for which it was provided or a related secondary purpose.

You should note that the internet is not a secure environment and although we make every reasonable effort to ensure the security of personal information transmitted over the internet, we cannot guarantee the security of the information transmitted to us.

CHANGES TO POLICY

We may make changes to this policy at any time. Changes will be notified on our website www.mdbrick.com.au.

ACCESS AND PRIVACY CONCERNS

You may at any time request access to your own personal information. To ensure the security of the information, we will require suitable proof of identity. A fee may apply. If any of your information is incorrect, incomplete or not up-to-date, you may request us to correct or update the information.

If you have any concern or complaint about our handling of your personal information, or if you wish to access your personal information or require us to correct or update the information, please contact the Privacy Officer.

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