

Privacy Policy

Wilmaridge Pty. Ltd. (Direct Paper Supplies) respects your privacy and is committed to complying with the privacy principles contained in the Privacy Act 1988 (Cth) (the "Privacy Act"). The purpose of this document is to set out Direct Paper Supplies policy in relation to the collection, use, holding, disclosure and access of personal information relating to an individual held by Direct Paper Supplies.

Collection

Direct Paper Supplies may collect personal information about an individual when the individual uses our website, mobile application services, engages our services, communicates with us, applies for employment with us or performs work at our direction. We typically collect this information directly from the individual, their business or through referrals. The type of information we collect will generally be limited to:

- contact details including name, addresses, phone numbers and email address;
- banking details to facilitate payment of accounts;
- insurance details where relevant to services being provided to us;
- exchanging information with credit reporting agencies; and
- professional and other qualifications and memberships relevant to your relationship with Direct Paper Supplies

Purpose & Use

Direct Paper Supplies collects information to assist it to perform its business functions and activities. These may include, without limitation:

- making contact and conducting business with individuals and organisations it deals with or may deal with;
- processing credit applications of, providing products and services to, and marketing to customers;
- selecting and doing business with suppliers and other industry participants;
- appointing, doing business with and utilising the services of service providers and professional advisers (including contractors, consultants, advisers, auditors);
- processing business transactions including sales and payments;
- internal management needs;
- managing its business, corporate risk and funding functions; and
- managing its corporate strategies, including transfer/sale of our assets or business (including accounts and trade receivables).

Holding & Security

Direct Paper Supplies takes reasonable steps to protect personal information from misuse and loss, unauthorised access, modification or disclosure.

Direct Paper Supplies retains information for so long as is reasonable for business purposes or as permitted or required by law. Subject to any legal requirements Direct Paper Supplies will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which it was collected, in accordance with this policy.

Disclosure

Direct Paper Supplies will only disclose personal information in limited circumstances including:

- to our professional advisors, including our accountants, auditors and lawyers;
- to government or regulatory authorities where disclosure is required or authorised by law
- to Direct Paper Supplies employees or third parties involved in an investigation of concerns that unlawful activity has been, is being, or may be engaged in;
- Direct Paper Supplies reasonably believes that the recipient is subject to a law binding scheme or contract which effectively upholds principles of fair handling of the information that are similar to the principles set out in the Privacy Act;
- Direct Paper Supplies has taken reasonable steps to ensure that the information, which we have transferred will not be held, used or disclosed by the recipient of the information inconsistently with the principles set out in the Privacy Act;
- the individual has consented to the transfer;
- the transfer is necessary for the performance of a contract with the individual or for the implementation of pre-contractual measures taken in response to the individual's request; or
- the transfer is for the benefit of the individual, it is impracticable to obtain the consent of the individual to that transfer; and if it were practicable to obtain such consent, the individual would be likely to give it.

Cookies

Cookies are a short message sent by our web server to your web browser which identifies your browser from others. The message sends a copy back to the server indicating if you have visited before, therefore co-ordinating your access throughout the website. If you choose not to accept cookies, the settings on your web browser can be altered to inform you each time a cookie is sent.

When visiting or downloading from our website, information is recorded by our Internet Service Provider in relation to your visit. Your internet address, domain name (eg. .com; com.au, .gov), date and time of visit, pages accessed/downloaded and type of browser used are logged and recorded as statistics.

Access

On request by a person Direct Paper Supplies will take reasonable steps to let the person know, generally, what sort of personal information it holds, for what purposes and how it collects, holds and uses and discloses that information. Direct Paper Supplies will only deny a request for access or limit access where permitted under the Privacy Act.

If an individual can establish that personal information held by Direct Paper Supplies about the individual is not accurate, complete and up to date, Direct Paper Supplies will take reasonable steps to correct the information.

Consent

Unless advised to the contrary Direct Paper Supplies assumes that individuals who provide personal information Direct Paper Supplies consent to the management of such information in accordance with this policy.

Modification

Direct Paper Supplies reserves the right to modify this policy from time to time without notice and amendments will be effective immediately upon posting the amended policy to our website.

Further information, queries & complaints

If you require further information regarding this policy or have any privacy related queries or complaints, please contact: our Privacy Officer on (03) 8586 6222

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