

LABTEK PTY LTD PRIVACY POLICY

Labtek Pty Ltd collects the following information for the following purposes:

- ❖ Company details such as name, address, contact details, bank account details, ABN/ACN/GST registration and credit reference details for the purpose of establishing an account, financing of goods to be purchased, and for establishing the credit worthiness of the customer;
- ❖ Customer contact details such as: name, address, phone, fax, email, postal address and/or street address for the purposes of providing, product catalogues or any other publications of Labtek Pty Ltd.

Labtek Pty Ltd complies with the National Privacy Principles set out in the Privacy Amendment (Private Sector) Act 2000:

Collection of Personal Information

Information is collected :

- ❖ If a customer of Labtek Pty Ltd applies for credit and completes an account application form.
- ❖ If a customer requests to receive future product catalogues or any other publications of Labtek Pty Ltd.
- ❖ By unobtrusive, lawful, fair means and where practicable only from the individual concerned.

At the time of collection of information Labtek Pty Ltd takes reasonable steps to ensure the individual is aware of:

- ❖ The proposed use of the information;
- ❖ The right of access to the information;
- ❖ The identity and contact details of Labtek Pty Ltd;
- ❖ Any law requiring collection of the information; and
- ❖ The main consequences of failure to provide the information.

Use & Disclosure of Personal Information:

Labtek Pty Ltd discloses personal information:

- ❖ For the purpose for which it was collected.
- ❖ Where the individual would reasonably expect this.
- ❖ Where the individual has consented.
- ❖ For the purposes of debt collection by a third party debt collection agency.
- ❖ For direct marketing by Labtek Pty Ltd (optional dependent on customers consent)
- ❖ Labtek Pty Ltd includes its contact details in any direct marketing.

Labtek Pty Ltd uses personal information that it collects:

- ❖ To provide further information to customers about websites and services that Labtek Pty Ltd considers to be of interest to customers;
- ❖ For verification of a customer's identity and in assisting in circumstances such as when a customer has forgotten his or her password or login details for Labtek Pty Ltd's website;
- ❖ In assisting to provide services that are requested by customers;
- ❖ For marketing and promotional purposes, including direct marketing, market research and surveys; and for any further uses authorized by customers.
- ❖ If Labtek Pty Ltd use or disclosure of a customer's personal information is outside the use or disclosure that is set out in this Privacy Policy, Labtek Pty Ltd will provide the customer with the option to not receive certain services or participate in certain areas.
- ❖ Labtek Pty Ltd also gives customers the option to agree to be contacted by Labtek Pty Ltd, in relation to notification of new features to its website or for promotional activities.

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Data Quality

Labtek Pty Ltd takes steps to ensure information is accurate & current by updating its records whenever changes to the information are notified, or discovered. Labtek Pty Ltd. deletes information which seems likely to be inaccurate or out of date.

Data Security

Labtek Pty Ltd. protects personal information from misuse or loss by restricting access to the information in electronic format and by using appropriate physical & electronic security. Any data destroyed is disposed of in a manner which protects the privacy of information.

Openness

This privacy policy is published on Labtek Pty Ltd. website (www.labtek.com.au), and is displayed at branches and distributed to persons from whom information may be sought.

Access & Correction

Labtek Pty Ltd acknowledges that individuals have a right of access to information stored concerning them, and have a right to have inaccurate information corrected.

Use of Government identifiers

Labtek Pty Ltd does not use government identifiers other than ABN/CAN and permits issued by governmental agencies for the purpose of control and licence, (ie Ethanol permits) to identify individuals.

Anonymity

Labtek Pty Ltd allows individuals the option not to identify themselves when dealing with Labtek Pty Ltd, where practicable. Some exceptions being where information is required by government agencies, such as for the purchase of poisons, restricted or scheduled drugs, illicit drug precursors, chemicals that may be used in the manufacture of Biological or chemical weapons, or equipment for the manufacture of the above.

Across border Data Flows

Labtek Pty Ltd does not send personal information to any other countries.

Collection of Sensitive Information

Labtek Pty Ltd does not use or collect sensitive personal information (such as: personal information about an individual' s racial or ethnic origin, political opinions or membership of a political association, religious beliefs or affiliations, membership of a professional or trade association, beliefs, membership of a trade union, sexual preference or practices, criminal record, or health information.).

Labtek Pty Ltd reserves the right to change or amend this Privacy Policy at any time and will use its best effort to inform its customers of any amendments.

Please address any queries about Labtek Pty and privacy issues

to: The Compliance Manager
Labtek Pty Ltd
Po Box 5316
Brendale, Qld 4500

John McWilliam
Managing Director
Dated: Wednesday, June 07, 2006

Privacy Policy
Approved By: NA Hooper
Hardcopy Documents Are Uncontrolled

