

**Head Office:** 2 Star Crescent Hallam 3803  
**Tel:** (03) 8796 9800 **Fax:** (03) 9796 5325  
**A.B.N.** 26 007 152 981



**Branch:** 25 London Drive Bayswater 3153  
**Tel:** (03) 9761 0007 **Fax:** (03) 9761 0337  
**Web:** www.bossplaster.com.au

## PRIVACY POLICY

### 1. Privacy Principles

The Privacy Act 1988 (as amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012) sets out 13 Australian Privacy Principles ("APPs").

(The APPs can be found on the website of the Office of the Australian Information Commissioner at <http://www.oaic.gov.au/>)

Boss Plaster Products (Aust) Pty Ltd respects an individual's right to personal privacy and is committed to complying with the APPs.

### 2. Collection and Use of Information

Boss Plaster Products (Aust) Pty Ltd collects personal information that is necessary in connection with our dealings with you. Where practicable and where required by the APPs, you will be notified of any special purpose for which the personal information is being collected at or before the time of collection.

Boss Plaster Products (Aust) Pty Ltd may share this information with third parties (including overseas parties) that may be involved in Boss Plaster Products (Aust) Pty Ltd dealings with you, including marketing and promotion of Boss Plaster Products (Aust) Pty Ltd goods and services to you. In particular, we may share your personal information with third parties in regard to collection of any monies owed to Boss Plaster Products (Aust) Pty Ltd by you.

Boss Plaster Products (Aust) Pty Ltd may also use the information:

- (a) to send you news, invitations and information about our activities and general promotional materials;
- (b) to maintain our relationship with you;
- (c) for purposes related to research, planning, website development, security and risk management;
- (d) where a third party acquires or wishes to acquire an interest in Boss Plaster Products (Aust) Pty Ltd or the business of Boss Plaster Products (Aust) Pty Ltd;
- (e) to the extent required or authorised by law to do so; and
- (f) by providing the information to third parties for the purposes as set out in items (a) to (e) above.

In this Privacy Policy, "use" includes contacting you by email, telephone, SMS text message and ordinary post.

By providing Boss Plaster Products (Aust) Pty Ltd with your personal information you acknowledge, agree and consent to Boss Plaster Products (Aust) Pty Ltd's use of your personal information in the manner set out in this Privacy Policy. If you do not wish your personal information to be used in that manner, please contact Boss

Plaster Products (Aust) Pty Ltd's Privacy Officer by email as set out in the "Contact Details" section below and advise in writing that you do not provide your consent to such use. Note that Boss Plaster Products (Aust) Pty Ltd may not provide any credit facilities if such consents are withheld.

By providing us personal information, you warrant that you are authorised to provide such information and that the information is, to the best of your knowledge, current and accurate and that the provision of such information is not in breach of any law of the jurisdiction in which you reside.

### 3. **Security**

Once any personal information comes into our possession, Boss Plaster Products (Aust) Pty Ltd will take reasonable steps to protect that information from unauthorised access, loss, misuse, modification or disclosure. Where your personal information is provided to us electronically (including over the internet) Boss Plaster Products (Aust) Pty Ltd cannot ensure or warrant the security of any information you transmit and you do so at your own risk.

### 4. **Access to information**

If you wish to request access to any personal information which Boss Plaster Products (Aust) Pty Ltd may hold about you as a result of our information collection practices set out in this Privacy Policy, please contact Boss Plaster Products (Aust) Pty Ltd's Privacy Officer by email as set out in the "Contact Details" section below. Boss Plaster Products (Aust) Pty Ltd will deal with such a request promptly and in accordance with the requirements of the APPs.

A reasonable access fee may be charged to cover Boss Plaster Products (Aust) Pty Ltd's costs of providing the information to you unless the request is solely to correct personal information about you which Boss Plaster Products (Aust) Pty Ltd holds (in which case no access fee will apply).

### 5. **Variation**

This Privacy Policy may be varied by Boss Plaster Products (Aust) Pty Ltd from time to time as published on this website or by notice to you.

You agree that the Privacy Policy as so varied will apply to Boss Plaster Products (Aust) Pty Ltd's collection and use of your personal information.

### 6. **Miscellaneous**

Nothing in this Privacy Policy shall be read or applied so as to exclude, restrict or modify or have the effect of excluding, restricting or modifying any obligation or right implied by law (including, without limitation, the Privacy Act 1988 (Cth)) and which by law cannot be excluded, restricted or modified.

Headings used in this Privacy Policy are for convenience only and shall be ignored in construing this Privacy Policy.

References to any document (including this Privacy Policy) are references to that document as varied, amended, consolidated, supplemented, novated or replaced from time to time.

References to any law are references to that law as amended, consolidated, supplemented or replaced from time to time.

In this Privacy Policy, "BOSS" means Boss Plaster Products (Aust) Pty. Ltd. ABN 26 007 152 981, its agents, authorised representatives and related bodies corporate, and "you" and "your" means any person, firm, company, government body or other entity who provides personal information to Boss Plaster Products (Aust) Pty Ltd or accesses or uses this website.

## 7. **Contact details**

If you wish to comment on or query our Privacy Policy, or if you wish to make an inquiry or correction regarding any personal information relating to you which may be in our possession, or if you have a complaint, please contact Boss Plaster Products (Aust) Pty Ltd's Privacy Officer by email at [admin@bossplaster.com.au](mailto:admin@bossplaster.com.au).