

Gilbert Lodge (a Division of Metal Manufactures Pty Ltd ABN 13 003 762 641) will comply with the Privacy Amendment (Private Sector) Act 2000 and the privacy provisions of other applicable legislation.

Gilbert Lodge views any breach of privacy protection as serious, and will take appropriate action in such cases.

Any personal information collected by Gilbert Lodge is covered by this policy. Personal information is information or an opinion that can identify a person. Gilbert Lodge will only collect information that is necessary for its activities.

Gilbert Lodge will advise individuals of the purpose for which their personal information is collected, and of the impact of not providing that information.

Gilbert Lodge will only disclose information in accordance with the Privacy Amendment Act. This may include disclosure as required by law, where Gilbert Lodge has the individual's consent, or for the purpose for which it was collected or related purposes that are reasonable to expect.

Gilbert Lodge will treat all personal information with due care and take all reasonable steps to protect any personal information it holds from misuse, loss and unauthorised access, modification or disclosure. This includes during storage, collection, processing transmission and destruction.

Gilbert Lodge uses Google Analytics to help analyse how users use the site. The tool uses cookies to collect standard Internet log information (including IP address) and visitor behaviour information anonymously. These cookies provide you with a better experience and allow us to increase your security. This aggregate, non-personal information is transmitted to Google and is collated and provided to us to assist in analysing the usage of the site. Gilbert Lodge will not associate any data gathered using the analytics tool to any personal information you may have provided whilst using the site. We will never (and not allow any third party to) use the tool to collect or track any personally identifiable information. Google will not associate your IP address

with any other data held by Google, and neither we nor Google will link, or seek to link, an IP address with the identity of a computer user.

Enquiries or concerns about privacy matters should be made in writing to the General Manager at Gilbert Lodge, Locked Bag 45, Plumpton, NSW, Australia 2761.

Where an individual wishes to interact anonymously, and such interaction does not compromise the information collected nor the purpose for which Gilbert Lodge collects it, the individual is not required to provide personal or sensitive information.

Gilbert Lodge will not collect sensitive information from an individual unless given consent to do so, or where required by law in specific circumstances such as matters of individual or public health or safety.

Gilbert Lodge will review its privacy policy from time to time, and incorporate amendments in the updated policy.