

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

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

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

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

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

GLA 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.

Enquiries or concerns about privacy matters should be made in writing to the General Manager at GLA, 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 GLA collects it, the individual is not required to provide personal or sensitive information.

GLA 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.

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