

AGI

47 ANTHONY ROLFE AVENUE
GUNGAHLIN ACT 2912

T: 02 6242 5659 F: 02 6255 7581 M: 0400 495 889

PRIVACY POLICY

Welcome to Askelgirl Technology Centre's Privacy Policy.

Why do we have a Privacy Policy?

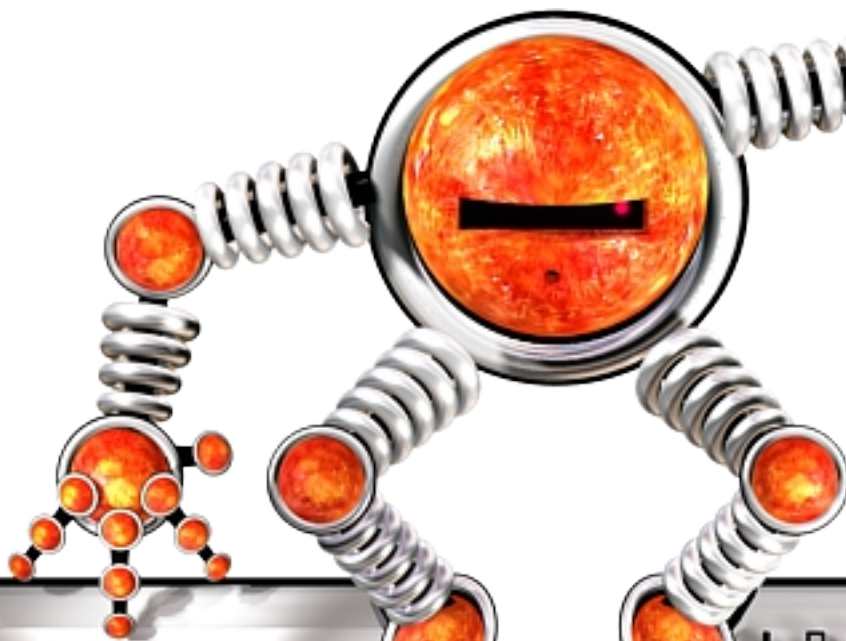
We are required to comply with the Privacy Act 1988 (the Act), and with the National Privacy Principles (NPP's) contained in the Act. NPP 5 requires us to be open about the way we handle certain information, and to that end requires us to have a Privacy Policy.

What information is covered by the Privacy Act 1988?

The Act covers personal information and sensitive information. Both of these are referred to as "information" throughout this document.

Personal information is information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Sensitive Information is information or an opinion that is personal information, and is about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences, or criminal record and any health information about an individual.



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What information do we collect?

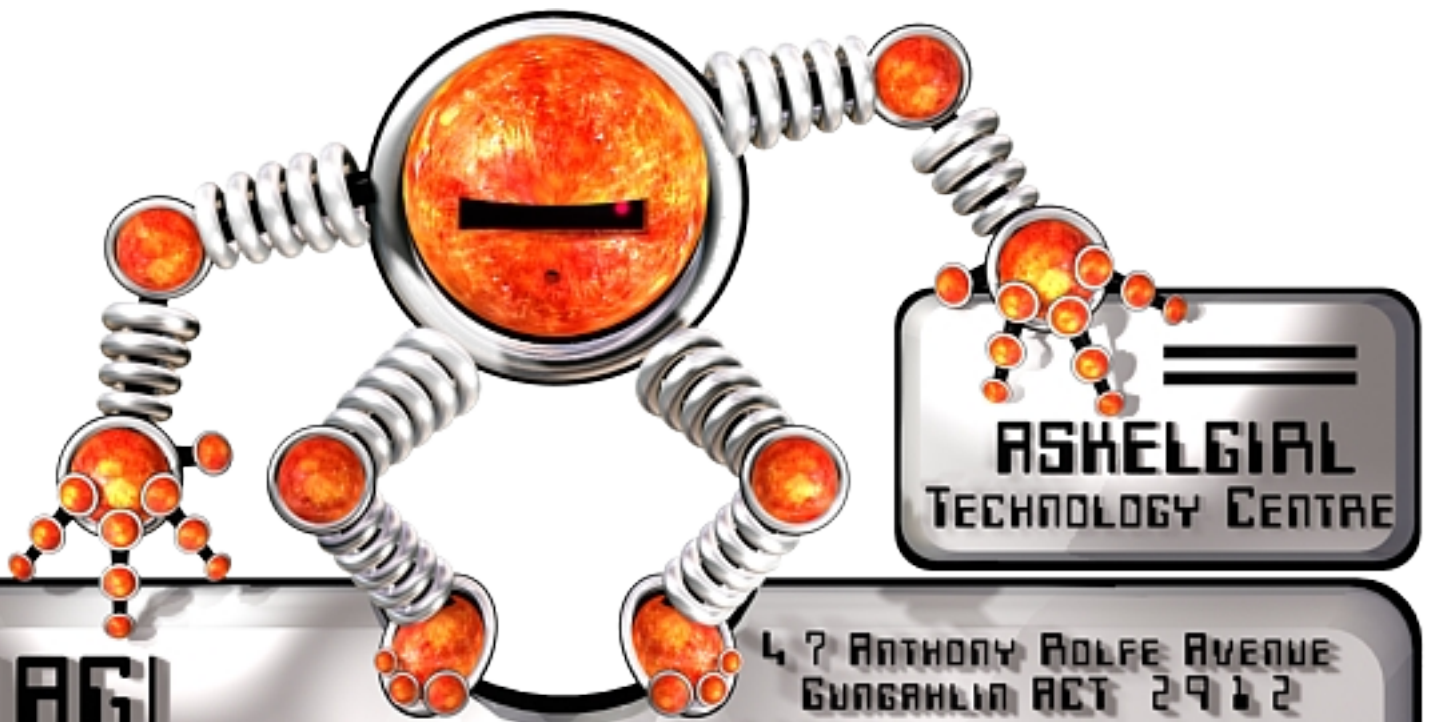
We only collect information that is necessary for us to carry out our functions or activities. This means that we collect information such as your name, address, telephone number, account details and any other information that you provide us to enable us to provide our service to you. This may include sensitive information.

How do we use the information?

We use the information to enable us to provide our service to you, which includes entering into necessary agreements with you, enabling us to contact you in relation to the Askelgirl Technology Centre Services that we have agreed to provide to you and charging you for the agreed services. We may also use the information to send you newsletters and other information, and to update you in relation to our services.

When do we disclose the information?

We only disclose information where we need to in order to provide our service, or when we are required by law to disclose it. In these circumstances we may, for example, disclose the information to our legal or financial advisers, or to person who we need to contact in order to provide the service you have request. Generally we will try to ensure that you are aware whenever information is being disclosed to a third party.



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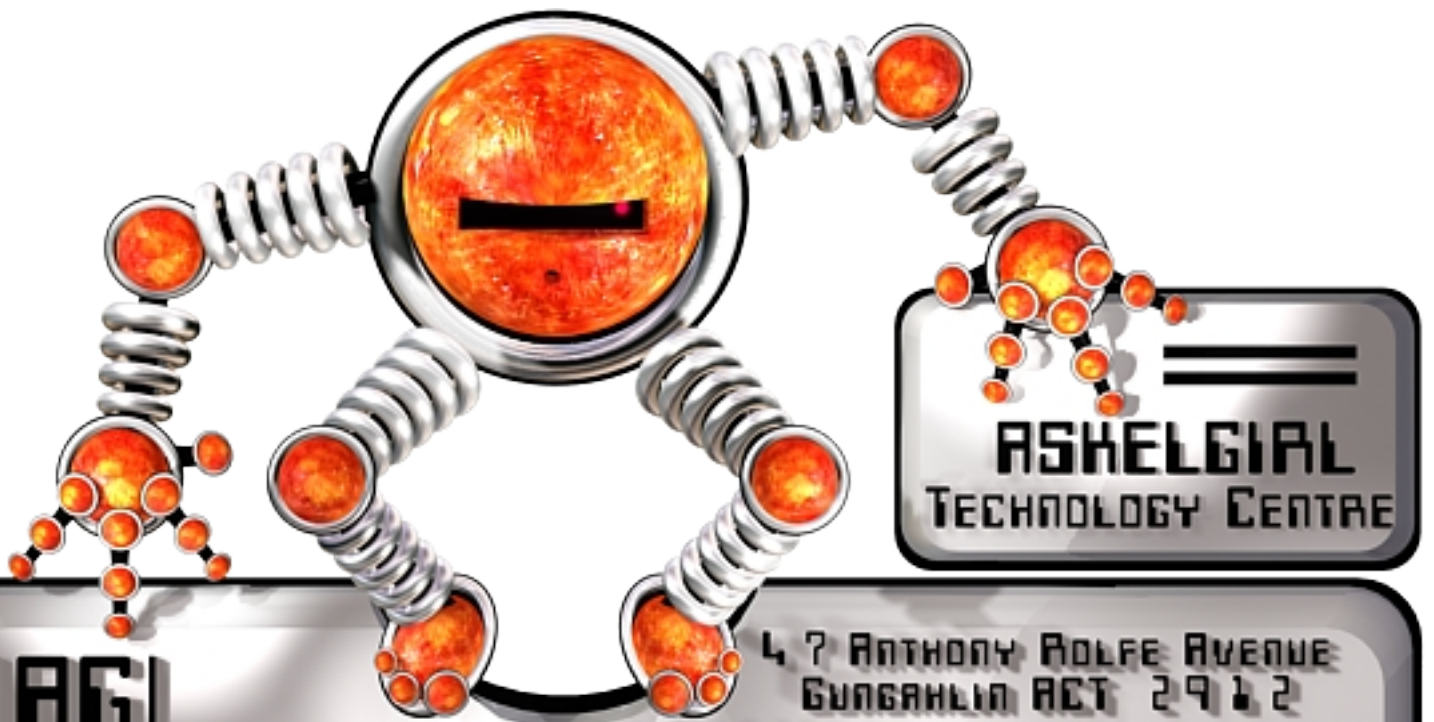
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Can you access the information?

You are entitled to ask what information we hold about you. We will, within a reasonable time, inform you of the personal information and/or sensitive information that we hold about you. You may then ask us to show you the information so that you can check to ensure that it is accurate, complete and up to date. We will give you access to the information for this purpose unless we are entitled to refuse access pursuant to NPP 6.1, in which case we must provide you with reasons for the refusal. If we give you access, we are entitled to charge a reasonable fee for the access, including for all copying charges and our time to collect and collate the information.

You may ask us to amend the information if it is not accurate, complete or up to date, provided that you establish that the information is not accurate, complete or up to date. Alternatively, you may ask us to attach a note to the information indicating that you think it is inaccurate, incomplete or out of date if we do not agree to amend the information.



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Consequences if all or part of the information we request is not provided

You may choose not to provide us with some or all of the information that we request. If you choose to do this it may cause extensive delays in the provision of our service to you, and in some circumstances we may not be able to provide our service.

Who do you contact?

To obtain further information on any issue relating to privacy of your information, or to request access, contact policy@askelgirl.com