

# Privacy Statement

Adopted by resolution of the Board on 26 October 2015

## 1. General principle

- 1.1 Millennium Services Group Limited (MIL) respects and upholds individuals' rights to privacy protection in relation to how we collect, use, disclose and hold personal information. We have endeavoured to develop our privacy practices based on the National Privacy Principles as provided for in the Privacy Act (Cth) 1988 (as amended), and to cater for the recently introduced Australian Privacy Principles (by way of the Privacy Amendment (Enhancing Privacy Protection) Act (Cth) 2012).
- 1.2 We only collect personal information by lawful and fair means. We have detailed procedures in place to ensure that personal information is securely stored, that only authorised staff have access to it, that it remains confidential and is only used for appropriate purposes.

## 2. Collection

- 2.1 We only collect personal information that is necessary for us to carry on our business functions, by lawful and fair means.
- 2.2 What information we collect will depend upon the nature of our dealings with current and potential customers. We will normally collect any information directly from those parties. Occasionally we may receive information about those parties from third parties, but if we are to use such information, for any reason, we will endeavour to contact that party shortly after we receive that information.

## 3. Security

- 3.1 We have detailed procedures in place to ensure that personal information is securely stored, that only authorised staff have access to it, that it remains confidential and is only used for appropriate purposes.
- 3.2 MIL will take reasonable steps to ensure any personal information we hold:
  - (a) is up to date, complete and accurate; and
  - (b) is protected from misuse, loss or unauthorised access, modification or disclosure both physically and through computer security methods.
  - (c) that is Personal information, will be destroyed appropriately when no longer required.
  - (d) by way of our internal network, databases and web environment, are protected from unauthorised access using current technologies. We will review and implement appropriate technical advances to safeguard personal information in future.

## 4. Use and disclosure

- 4.1 Unless otherwise disclosed in a relevant privacy collection statement, MIL will not provide personal information to any other individuals or organisations except on a confidential basis to contractors or external service providers who provide database management, printing and mailing services.
- 4.2 The accuracy of this personal information is important to us, and the Company will endeavour to provide access to those parties of personal information we have about them, in order to check or correct the accuracy of that information.

## 5. Continual review

- 5.1 MIL will periodically review and if required, update this Statement to reflect company and customer feedback.
- 5.2 MIL encourages relevant parties to periodically review this Statement to be informed of how we are protecting your information.