

Privacy Policy

FOUR CORNERS EMIGATION (AUSTRALIA) PTY LTD (ACN 092 455 500) (“Company”) is committed to providing quality services to its clients and this policy outlines the Company’s ongoing obligations to its clients in respect to how the Company manages its clients Personal Information.

The Company has adopted the Australian Privacy Principles (“**APPs**”) contained in the Privacy Act 1988 (Cth) (“**Privacy Act**”). The National Privacy Principles (“**NPPs**”) govern the way in which the Company collects, uses, discloses, stores, secures and disposes of client’s Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information that the Company collects includes: names, addresses, email addresses and phone numbers.

This Personal Information is obtained in many ways including interviews, correspondence, by telephone, by email, via the Company’s website www.four-corners.com.au, from your website, from media and publications, from other publicly available sources, from cookies- delete all that aren’t applicable and from third parties. The Company does not guarantee website links or policy of authorised third parties.

The Company collects its client’s Personal Information for the primary purpose of providing its services to them and providing information to the Company’s clients and marketing. The Company may also use client’s Personal Information for secondary purposes closely related to the primary purpose, in circumstances where a client would reasonably expect such use or disclosure. A client may unsubscribe from the Company’s mailing/marketing lists at any time by contacting the Company in writing.

When the Company collects Personal Information about a client, it will, where appropriate and where possible, explain to the client why the Company is collecting the information and how the Company plans to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- for the primary purpose for which it was obtained;
- for a secondary purpose that is directly related to the primary purpose; and
- with your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, the Company will collect client Personal Information only from that client. However, in some circumstances, the Company may be provided with information by third parties. In such a case, the Company will take reasonable steps to ensure that the client is made aware of the information provided to the Company by the third party.

Disclosure of Personal Information

Client Personal Information may be disclosed in a number of circumstances including the following:

- third parties where you consent to the use or disclosure; and
- where required or authorised by law.

Security of Personal Information

Client Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When a client's Personal Information is no longer needed for the purpose for which it was obtained, the Company will take reasonable steps to destroy or permanently de-identify the client's Personal Information. However, most of the Personal Information is or will be stored in client files, which will be kept by the Company for a minimum of 7 years.

Access to your Personal Information

A client may access the Personal Information that the Company holds about the client and to update and/or correct it, subject to certain exceptions. If a client wishes to access his, her or its Personal Information, please contact the Company in writing.

The Company will not charge any fee for a client access request, but may charge an administrative fee for providing a copy of a client's Personal Information.

In order to protect a client's Personal Information, the Company may require identification from that client before releasing the requested information.

Maintaining the Quality of client Personal Information

It is an important to the Company that a client's Personal Information is up to date. The Company will take reasonable steps to make sure that client Personal Information is accurate, complete and up-to-date. If a client finds that the information the Company is not up to date or is inaccurate, please advise the Company as soon as practicable so the Company can update its records and ensure the Company can continue to provide quality services to its clients.

Policy Updates

This Policy may change from time to time and is available on the Company's website.

Privacy Policy Complaints and Enquiries

If you have any questions or complaints about the Company's Privacy Policy please contact the Company at:

Level 7, 50 Pitt Street, Sydney 2000

Email: matthew@four-corners.com.au

(02) 8904 0100