

## Privacy Policy

Post Haste Graphics Pty Ltd ABN 55 330 815 865, is bound by the National Privacy Principles contained in the Privacy Act. Post Haste Graphics Pty Ltd is committed to ensuring the privacy of any sensitive or other personal information provided to the company by stakeholders. Post Haste Graphics Pty Ltd understands that respect for its stakeholders' privacy is an important factor in holding their trust and developing an ongoing relationship with them.

The following statement sets out Post Haste Graphics Pty Ltd's general policy for the protection of its stakeholders' privacy.

### Collection of information

Post Haste Graphics Pty Ltd collects personal and sensitive information during the course of its everyday activities. The types of information which it may collect about its stakeholders include:

- names;
- addresses;
- telephone numbers;
- email addresses;
- dates of birth; and
- resumes.

### Source of information and purpose of collection

Personal and sensitive information is collected from stakeholders and those authorised by stakeholders to provide their personal information, such as spouses.

### Disclosure of information

Post Haste Graphics Pty Ltd does not sell, rent or release information gathered on our website to any individuals, companies or groups. Any information we gather is used for Post Haste Graphics Pty Ltd's own purposes as stated above.

Personal and sensitive information collected elsewhere, is not disclosed to any other person except with the relevant stakeholders' consent or at their direction, or where required by law.

### Access and correction

Stakeholders have a right to access all personal and sensitive information that Post Haste Graphics Pty Ltd collects and holds about them. This general right of access may be restricted by the exceptions outlined in the National Privacy Principles.

Post Haste Graphics Pty Ltd's Privacy Officer (see contact details below) should be contacted if stakeholders wish to access their information. Post Haste Graphics Pty Ltd will have to verify the identity of stakeholders before meeting their request. Subject to the exceptions referred to above, access will generally be granted within 14 days of a written request being received by the Privacy Officer. This information will be provided free of cost. If stakeholders become aware of any errors or omissions in respect of their personal or sensitive information once access has been granted, they should contact the Privacy Officer so that it can be corrected

### Complaints

If stakeholders think that their privacy has been interfered with or that Post Haste Graphics Pty Ltd is breaching its obligations in relation to stakeholders' privacy, stakeholders can discuss their concerns with the Privacy Officer (see contact details below). If stakeholders are not satisfied with Post Haste Graphics Pty Ltd's response, the company will advise stakeholders of the other options that are available for proceeding with their complaint.

### Contacting Post Haste Graphics Pty Ltd

If stakeholders' details change at any time, stakeholders have any questions regarding this Privacy Policy or they would like more information about the way Post Haste Graphics Pty Ltd manages their personal and sensitive information, they should contact the Privacy Officer:

**Name: Mr Mike Sullivan**

**Telephone: (07) 3815 5588**

**Email: [mikesullivan@screamermedia.com](mailto:mikesullivan@screamermedia.com)**