



QMS MEDIA PTY LTD

PRIVACY & CONFIDENTIALITY

POLICY



INTRODUCTION

This Policy outlines the obligations which the Company has in managing the personal information we hold about our clients, potential clients, contractors, employees and others.

The Company is bound by the National Privacy Principles ('NPPs') contained in the Privacy Act 1988 (Cth) ('Privacy Act').

In summary, 'personal information' is information or an opinion relating to an individual which can be used to identify that individual.

PERSONAL INFORMATION

Why does the Company collect personal information?

We collect personal information in order to conduct our business, to provide and market our services and to meet our legal obligations.

About whom do we collect personal information?

The type of information we may collect and hold includes (but is not limited to) personal information about:

- clients, business associates and potential clients and their employees;
- suppliers and their employees;
- prospective employees, employees and contractors; and
- other people who come into contact with a member of the QMS Media Group or associated companies.

What kinds of personal information do we collect?

In general, the type of personal information the Company collects and holds includes (but is not limited to): names, addresses, contact details, occupations and other information which assist us in conducting our business, providing and marketing our services and meeting our legal obligations.

In some cases, if personal information we request is not provided, we may not be able to supply the relevant product or service.

Other examples of confidential information include:

- financial information about the Company (e.g. turnover figures, budgets, targets, profit achievements);
- training packages, material and strategies;
- marketing and advertising strategies;
- product information (for instance, cost pricing and sourcing);
- manuals;
- business plans; and
- lists of customers and suppliers.

How do we collect personal information?

Personal Information you provide: We will generally collect personal information by way of forms filled out by people, face to face meetings, interviews, business cards, telephone conversations and from third parties.

Personal information provided by other people: In some circumstances QMS Media may be provided with personal information about an individual from a third party, for example a reference from another person.



WEBSITE COLLECTION

The Company collects personal information from its website through receiving subscription applications and emails. We also use third parties to analyse traffic at that web site, which may involve the use of cookies. Information collected through such analysis is anonymous.

CONFIDENTIAL INFORMATION

You might carry confidential information in your head or you might have access to a computerised or hard copy document or some other thing recording confidential information.

Regardless of its form, you are obliged to maintain the confidentiality of that information and not use it for any purpose other than advancing the Company's interests.

You must not use or disclose to any person outside of the Company any confidential information of any kind.

You must not remove confidential information from the Company's premises without the written consent of your Manager.

If directed by a person acting on behalf of the Company, you must immediately deliver to the person nominated by the Company any document or thing recording confidential information, regardless of the time of the request and where it is located.

BREACH OF POLICY

Any reported, alleged or apparent incidences of breach of this policy will be subject to an investigation. Appropriate action will be taken in accordance on the outcome of the investigation.

All employees are advised that breaches of this policy will result in disciplinary action, which may include immediate dismissal. It may also expose you to personal liability.

REVIEW OF POLICY

This document will be reviewed as required having regard to the changing circumstances of QMS Media and to ensure continued compliance.

Developed: 19th August 2016

Reviewed: 12th July 2023