



TMA GROUP OF COMPANIES LIMITED

PRIVACY POLICY

1. Introduction

- 1.1 TMA respects and is committed to maintaining the privacy of all individuals who provide personal information to us, including users of this website. This policy ("Privacy Policy") governs how TMA deals with the collection, security, quality, use and disclosure of personal information, and accords with the Privacy Act 1988 (Cth). Provision to us of personal information by an individual or use of this website indicates that the individual or a user accepts the Privacy Policy and consents to the collection and use by us of personal information according to the terms below.
- 1.2 "personal information" means 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.
- 1.3 TMA may from time to time amend the Privacy Policy and individuals and users are advised that continued use of this website following amendment is deemed confirmation of acceptance.

2. Collection of Personal Information

- 2.1 The type of personal information TMA collects may include, but is not limited to:

- Name
- Address
- Email address
- Telephone and facsimile
- Personal history and details

TMA collects personal information from information provided to us in person, by telephone, by facsimile, through this website, or by other means.

3. Use of Personal Information

- 3.1 TMA uses personal information for the primary purpose of fulfilling and processing requests made of us. This may include providing personal information to third parties in order to fulfil such requests.
- 3.2 Subject to the exceptions listed below, information which identifies individuals will only be accessed by TMA's management and personnel and our contracted service providers and professional advisers, all of whom are bound by the Privacy Policy. TMA will only use or disclose personal information for a purpose other than the primary purpose if:

- the secondary purpose is related to the primary purpose;
- an individual or user would reasonably expect us to use or disclose the information for the secondary purpose;
- consent to the use or disclosure has been given;
- the use or disclosure is permitted or required under the law or under the National Privacy Principles.

TMA does not sell, rent or otherwise trade in personal information about individuals or users.

In the following exceptional circumstances, TMA is entitled to disclose personal information without consent:

- (a) if TMA believes there is a serious and imminent threat to the life, health or safety of any person or persons;
- (b) to investigate or report on activity which TMA believes on reasonable grounds to be unlawful;
- (c) if disclosure is required or authorised by law (for example, where a regulatory authority has the power to request the provision of certain records or information);
- (d) if disclosure is reasonably necessary to enable an enforcement body to perform its functions, for example:
 - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences; and
 - (ii) the preparation for, or conduct of, proceedings before any court or tribunal or implementation of the orders of a court or tribunal.

3.3 Individuals and users acknowledge that TMA's right to disclose personal information under the Privacy Policy may involve disclosure to entities located outside Australia. Where TMA is required or authorised to disclose personal information, consent is given to the disclosure of personal information to foreign entities.

4. **Security of Information**

4.1 TMA will take all reasonable steps to ensure personal information is protected from modification, misuse, disclosure, loss and unauthorised access.

5. **Cookies and Session Information**

5.1 Cookies are pieces of information that a website sends to a user's hard disk when information on that website is accessed. Each time a user's computer is used to access the same website, the information that was previously received is sent back to the website by the user's browser. Cookies do not identify individual users. However, when a user visits the website, our servers may record information about the user's usage, the time of the user's visit, its duration, the pages visited and style settings.



5.2 TMA retains aggregated information for usage statistics only. This information helps us know what our users find interesting and useful on the website and will be accessed only by TMA management and personnel, TMA's contracted service providers and professional advisers. The information TMA collects about users remains anonymous and is not linked to any personal information. If a user does not agree to the use of cookies, the preference on the user's browser can be set to remove all cookies and reject cookies in the future.

6. **Access to Information**

6.1 Please contact us if you would like to access a copy of your personal information or believe that the information TMA has about you is not up-to-date, complete or accurate. You have the right to request the correction of any information which relates to you and is inaccurate. If you would like us to delete your personal information, please let us know and TMA will take all reasonable steps to delete it unless TMA is required by law to keep it.

6.2 If you have any questions, comments or concerns about our Privacy Policy, please send an email to info@tmagroup.com.au.