

LEADING EDGE GROUP LIMITED

PRIVACY POLICY (Policy)

Leading Edge's commitment to protecting your privacy

Leading Edge Group Limited, its affiliates and subsidiaries (**Leading Edge**) are committed to the protection of your privacy. Leading Edge upholds your right to privacy protection under the Commonwealth Privacy Act 1988 as amended and we are required to comply with the National Privacy Principles in relation to the collection, use, disclosure and handling of personal information.

What is personal information?

Personal information is any information about you that identifies you or information by which your identity can be reasonably identified.

Why do we collect personal information?

Leading Edge collects personal information so that we are able to effectively provide you with goods and services that are supplied by our suppliers.

What information do we collect?

The types of personal information that we may collect will depend on the circumstances of collection and the kind of service that you request from Leading Edge. We may collect some personal information when you use the internet. We collect information relating to the pages on websites that we operate which you visit.

How do we collect your personal information?

Personal information is generally collected during the course of our relationship with you. We may collect personal information about you when you deal with us over the telephone, send correspondence, visit websites that we operate or through personal contact. There may be occasions when we collect information about you from a third party, for example from a work associate who provides such information to us or from a database provided to us.

How we use your personal information?

We use the personal information that we collect to provide our services to you, to fulfil administrative functions associated with these services, for example billing, to enter into contracts with you and/or third parties and for marketing and client relationship purposes.

When we collect your personal information we will give you the option of advising us that you do not want us or any third party to use the information for any disclosed secondary purpose. You may also at any later date notify us of your preference on this issue by contacting our privacy officer (see below for contact details).

Access to and correction of information we hold about you

We will on request provide you with access to the personal information we hold about you in accordance with the National Privacy Principles. We may recover our reasonable costs from you in supplying you with access to this information. If we decline to give you access in certain circumstances we will provide you with reasons for this. To request access, please contact our privacy officer (see contact details below).

Ensuring your personal information is up to date

We will take reasonable steps to ensure that your personal information is accurate, up to date and complete whenever we collect or use it. You may contact us at any time to update your personal information or to tell us that the information is inaccurate or incomplete.

Security

We will take all reasonable precautions to safeguard your personal information from loss, misuse, unauthorised access, modification or disclosure. We use a variety of physical and electronic security measures including restricting physical access to our offices, firewalls and secure databases.

Online Privacy Issues

To the extent that the other sections of this Privacy Policy apply to online privacy issues, they form part of the terms of use for any website operated by us. This section of the policy provides information specifically relating to websites operated by us.

(a) Online collection of personal and aggregated data

We will collect personal information from websites operated by us where you register for email bulletin services, register as a member or purchase goods or services through the website. We will use this information for providing the relevant service to you and in other ways described in this policy.

We may also collect other information when you access a website operated by us - some of this is personal information and some of it is not - to optimise our goods and services including our web pages for your computer. This information will include the identity of your internet browser, the type of operating system you use, your IP address and the domain name of your internet service provider.

This information is aggregated for reporting purposes. Personal identifiable characteristics are removed and users remain anonymous unless you have provided express consent to us to recognise your usage. This data is gathered by us to examine internet trends and demographics and to assist in improving websites operated by us, and may be provided to third parties for marketing and research purposes.

(b) Cookies

To enhance your experience with websites operated by us, many of our web pages use "cookies". Cookies are text files that a website transfers to your computer's hard drive for record keeping purposes. Websites operated by us use cookies to support your current activity on the website by providing a unique identifier in order to allow our web server to distinguish your web browser from any other web browser accessing the website, and to customise the website for you. They also allow us to follow usage patterns and compile data that may help us improve the website and targeting advertising. Cookies by themselves do not tell us your e-mail address or other personal information. However, once you choose to provide the website with personal information this information may be linked to data stored in the cookie.

You should adjust the settings in your web browser if you do not want information collected through the use of cookies. However, this may slow down or restrict access to parts of the website.

(c) Links to other websites

Some of the websites operated by us contain links to third party websites, being advertisers, sponsors or other companies that we have a relationship with. Although a website may be linked to a website operated by us, we are not responsible for the privacy practices of the linked website. Any concern that you may have in relation to privacy policies of a linked third party website should be directed to the operator of that website.

(d) Online disclosures

From time to time we may have relationships with other companies that we allow to place advertisements on web pages of sites operated by us. As a result, when you visit a website operated by us, advertising server companies may collect information such as your domain type, IP address and clickstream information.

(e) Promotional e-mail

If you are receiving promotional e-mail from us and you no longer wish to receive this information, please e-mail us and we will ensure that you no longer receive this information.

Do I have to be identified at all?

Whenever it is lawful and practical to do so, you may transact with us without providing personal information. This may however impact on the level of service we can provide to you.

Sensitive Information

Sensitive information can be information about your racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, criminal record or health.

We will not usually collect sensitive information. However, if we do, it will usually be for the purposes of providing our goods or services. We will seek your consent to collect sensitive information if required by the National Privacy Principles.

Security of your personal information online

Generally, e-mail is not a secure way to communicate and you should be aware of this when sending personal information to us by e-mail.

Changes to this Privacy Policy

We may amend this Privacy Policy from time to time as our business requires or as the law changes.

For further information

Please contact our Privacy Officer to ask for access to your personal information, if you have a complaint concerning the privacy of your personal information or if you would like more information.

Privacy Officer
Leading Edge Group Limited
Phone: (02) 9497 4000
Fax: (02) 8208 3245