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## ***Protection of Customer's Privacy Policy***

### **Policy**

Genesis Corporate Services, and its related entities, commit to safeguard any sensitive information provided to us at any stage. Client contact details are stored for the purpose of future sales and direct marketing. Client bank and credit card details are held for account payment purposes.

Genesis Corporate Services' databases (e.g. Ostendo) is managed in accordance with Privacy Act 1988 National Privacy Principles (Privacy Amendment (Private Sector) Act 2000 and its email marketing practices comply with the provisions of the Spam Act 2003 and Spam (Consequential Amendments) Act 2003.

### **Application**

Specific privacy conditions are as follows:

- Client information is not given, or sold to third parties without the written consent of the client.
- Genesis Corporate Services only collects personal information that is necessary for its functions or activities.
- We use fair and lawful ways to collect personal information.
- We obtain consent to collect sensitive information unless specified exemptions apply.
- At the time personal information is collected, or as soon as practicable afterwards, we take reasonable steps to make an individual aware of why Genesis Corporate Services is collecting information about them; who else Genesis Corporate Services might give it to; and any other specified matters.
- Genesis Corporate Services takes reasonable steps to ensure the personal information collected, used or disclosed is accurate, complete and up-to-date.
- Genesis Corporate Services takes reasonable steps to protect the personal information held from misuse and loss and from unauthorised access, modification or disclosure.
- Genesis Corporate Services destroys or permanently de-identifies personal information when no longer needed.
- All mass email communications include a functional unsubscribe facility, including email, phone, fax and physical addresses to allow the communication of the addressee's wishes to cease receiving correspondence from Genesis Corporate Services and its associated companies.
- Any request to be removed from Genesis Corporate Services email database will be acted on within 2 business days of receipt of that advice, whether that advice is by email, fax, phone or mail.
- If an individual asks, Genesis Corporate Services takes reasonable steps to let them know of, and give access to personal information is that is held, what purposes it is held for, and how we collect, use and disclose that information.
- Where specified by law, external parties may access this personal information and may include emergency situations, law enforcement or other public interests

### **Application**

Refer Genesis Corporate Services HR procedures for more information.



## Genesis Corporate Services & associated entities - Policy Statement

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### Associated Entities

This policy applies to all Directors and/or employees of:

- Genesis Corporate Services Pty Ltd
- Northtronics Pty Ltd (trading as Titley Scientific)
- Northtronics USA Inc
- Titley Scientific (UK) Ltd
- NTH Gertronics Pty Ltd
- AMR Net Pty Ltd
- Anatek Engineering Pty Ltd
- Environment Data Solutions Pty Ltd

### Approved by

Chief Operational and Financial Officer