



Protection of Customer's Credit Card Information Policy

Policy

Genesis Corporate Services, and its related entities, recognises and values the privacy of credit card information and is committed to protecting the credit card details it holds and uses. Our processes must take reasonable steps to protect the credit card details it holds from misuse and loss and from unauthorised access, modifications and disclosure.

As it is a necessary condition for Genesis Corporate Services, and its related entities, to provide credit card facilities to customers for the payment of services and goods provided, it is implicit that:

- The sensitivity of credit card details and an individual's expectations that this information will be protected from misuse and loss and from unauthorised access, modifications, disclosure and destruction will be honoured and enforced.
- Our company recognise the potential harm likely to result if there is a breach of credit card security; and
- Processes and procedures cover any form in which the information is stored (e.g. on paper or electronically), processed, transmitted and destroyed.

Separate GCS Finance procedures are available for the application of this policy.

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