



## Privacy Policy

Giaconda Ltd respects and values the privacy and confidentiality of information received from you and other users of this website and is committed to compliance with the National Privacy Principles as set out in the *Privacy Act 1988*.

Information received from you, including mailing list subscriptions, is held in strict confidence by Sandstone and we undertake not to reveal, disclose, sell, distribute, rent, licence, share, or pass on to any third parties, other than where legally required or as set out below, any information that you may have provided to us unless we have your express permission to do so.

### Collection of Personal Information

In providing products or services to you or your employer, we may have occasion to collect personal information from you. This may include:

- name, address, occupation, company and contact information;
- information about your dealings with other users of our products or services; or
- information about your business or your clients or those of your employer.

If you do not provide us with this information when requested, this may affect your ability to fully use our services or our obligations to you or your employer.

### Security of your Personal Information

We take all reasonable steps to protect your personal information from unauthorised access, misuse, or disclosure.

We take reasonable steps to hold information secure in an electronic or physical form.

Information is stored in access controlled premises or in electronic databases requiring logins and passwords.

### Use and disclosure of your Personal Information

We use your personal information only for the purposes for which it was collected which may include:

- providing our products or services to you or your employer;
- managing our relationships with our clients;
- improving our products and services;
- provide you or your employer with information about events or other products or services that may be of interest to you or your employer; and
- any other purpose reasonably obvious to you at the time of collection.

We may disclose your personal information for the purposes for which it was collected within Sandstone, to any related body corporate and on a confidential basis, to external service providers so that they can provide financial, administrative or other services in connection with the operation of our business or the service provided to you or your employer.

We may also disclose your personal information where the law requires us to do so or where you expressly consent to its disclosure.



**Access and correction**

You can request access at any time to personal information we hold about you. We may charge you a fee where access is provided. We may refuse to provide access to information held about you in any case where the National Privacy Principles allow us to do so.

**Contact details**

If you have any questions or concerns about our privacy policy or practices or if you would like more information, please contact:

Company Secretary

Giaconda Limited

Address: Suite 1307, Level 13, 370 Pitt Street, Sydney NSW 2000, Australia

Phone: +61 2 9266 0440

Fax: +61 2 9266 0441

Email: [info@giacondalimited.com](mailto:info@giacondalimited.com)