

CAMBRIDGE GULF LIMITED

PRIVACY POLICY

1. COMMITMENT TO PROTECT YOUR PRIVACY

- a. This Privacy Policy applies to Cambridge Gulf Ltd (ABN 16 026 785 781) ("CGL").
- b. CGL is bound by the National Privacy principles under the Privacy Act 1998, and is committed to safeguarding personal information that it may hold at any time in respect of any individual.
- c. In general CGL will not use or disclose personal information collected about you otherwise for the purpose set out in this Privacy Policy, for a purpose you would reasonably expect, a purpose required or permitted by law, or a purpose otherwise disclosed to you or authorised by you.
- d. We understand how important it is to protect your personal information. This document sets out our privacy policy commitment in respect of personal information you provide to us.

2. PERSONAL INFORMATION COLLECTED BEFORE 21 DECEMBER 2001

- a. The Privacy Principles came into force on 21 December 2001, but some of the principles have application to information collected prior as well as after this date. This means that for personal information we hold which was collected prior to 21 December 2001 we will in accordance with those particular principles:
 - i. take reasonable steps to ensure that such information if used, is accurate, complete and up to date;
 - ii. take reasonable steps to protect it from misuse, loss or unauthorised access or disclosure;
 - iii. provide you with access to the information if we still use it;
 - iv. not use any government identifier to identify you; and
 - v. only transfer such information overseas with your consent or as authorised by you.

3. COLLECTION, MAINTENANCE AND DISCLOSURE OF PERSONAL INFORMATION

- a. The primary purpose of collection of personal information is to assist us in providing you with information regarding our goods, services and supplies we may provide.
- b. Collection, maintenance and disclosure of such personal information is governed by legislation including the Privacy Act 1988.
- c. Types of personal information that CGL collects generally includes your name, address, telephone number, email address, tax file number, production details and other financial details including credit history.
- d. We will collect personal information directly from you when you open an account or deal with us over the telephone or in person or send us a letter or visit our website.

- e. On occasions, CGL may need to collect personal information about you from third parties, such as credit reporting agencies. If required by law we will obtain your consent to obtain information from third party sources.
- f. As a general rule the collection of your personal information will be necessary for us to provide our services to you or to maintain our relationship with you. Uses for this information would include but are not limited to;
 - i. legislative and regulatory requirements;
 - ii. consider any application you make to us;
 - iii. performing CGL's administrative operations;
 - iv. conducting market or customer satisfaction research; and
 - v. identifying products and services that might interest you.

4. WHAT DO WE DO WITH THE INFORMATION WE COLLECT?

- a. CGL may keep and file all personal information you provide when dealing with us to assist us in providing you with information of interest in respect of your business.
- b. For example, we may send publications and market information to you or follow up on your interest in particular services offered by CGL.
- c. CGL discloses your personal information to those employees or advisers who need to know that information to provide you with a range of services. We may also disclose information to affiliates and other third parties necessary to process your transactions, service your account, including our share registry, our auditors, lawyers and credit reporting agencies.
- d. We may also be required or authorised by law to disclose your personal information. For example, we may disclose your personal information to a court in response to a subpoena or to the Australian Taxation Office. We will also disclose information to other persons where you have provided your consent to do so.

5. WHAT RIGHTS DO YOU HAVE IN RELATION TO PERSONAL INFORMATION WHICH WE COLLECT AND HOLD?

- a. CGL takes all reasonable precautions to ensure that the personal information we collect, use and disclose is accurate, complete and up-to-date. If you become aware of any errors in your personal information or you change your personal details such as your name, address, bank account details, we ask you contact us as soon as possible so that we may update our records.
- b. If at any time you wish to know what personal information we are holding about you, you are welcome to apply for your details by telephoning our Company Secretary on 08 91682255.
- c. You can contact our Company Secretary if you would like details of your personal information which we may hold about you or if you would like us to correct it. We will disclose to you such information, subject to certain exceptions allowed by law. We may require you to complete a request form before disclosing information.
- d. You may also contact our Company Secretary to request us to stop using your personal information to contact you about our services.

6. SECURITY OF YOUR PERSONAL INFORMATION

- a. CGL maintains strict procedures and standards and takes all reasonable care to prevent unauthorised access to, and modification disclosure, of your personal information. We will take all reasonable steps to protect your personal information from misuse and loss.
- b. This privacy and security statement applies to the website operated by the Cambridge Gulf Ltd under the domain name www.cg ltd.com.au.
- c. CGL understands your concerns relating to the privacy of information and we are committed to ensuring your confidentiality. CGL does not utilise "tags" or "cookies" to collect information on our website and our server nor does it capture personal information when you access CGL's website. Our web server collects statistical data, such as the number of pages viewed by each visitor, which is utilised to evaluate the performance and usefulness of our website.

7. EMAILS

- a. CGL's website does not capture email addresses however, if you provide your email address to CGL it may be used to send you information relating to our products and services or reports etc relating to your own dealings with CGL.
- b. If we send you an email which you do not wish to receive in the future, please notify us and your email address will be removed from our system.

8. CHANGES TO THIS PRIVACY STATEMENT

- a. This privacy statement has been adopted by CGL to be consistent with the National Privacy Principles as set out in the Privacy Act 1998.
- b. We may change this privacy statement from time to time to comply with new laws or industry codes of practice which are developed. It is your responsibility to check this privacy policy from time to time to familiarise yourself with any changes.
- c. If you have any questions please contact the webmaster by emailing cgltd@cgltd.com.au.

9. GOVERNMENT IDENTIFIERS

- a. CGL does not use your Tax File Number, Medicare Number, Pension Number or any other Government Identifier in relation to your account, policy or application number. CGL will only use and disclose these numbers for the purposes required by law.

10. WHO DO YOU CONTACT?

- a. Our Company Secretary can be contacted during business hours as follows:

Company Secretary
PO Box 2120
KUNUNURRA WA 6743

PH: 08 91682255
FAX: 08 91682226