



Australian
Collections
Group

Privacy Policy

This Policy was last reviewed and updated on: **24/05/2023**

Privacy Policy

Australian Collections Group Pty Ltd values and respects the privacy of the people we deal with. Australian Collections Group Pty Ltd is committed to protecting your privacy and complying with the Privacy Act 1988 (Cth) (**Privacy Act**) and other applicable privacy laws and regulations.

This Privacy Policy (**Policy**) describes how we collect, hold, use and disclose your personal information, and how we maintain the quality and security of your personal information.

What is personal information?

“Personal information” means any information or opinion, whether true or not, and whether recorded in a material form or not, about an identified individual or an individual who is reasonably identifiable. In general terms, this includes information or an opinion that personally identifies you either directly (e.g. your name) or indirectly.

What personal information do we collect?

The personal information we collect about you depends on the nature of your dealings with us or what you choose to share with us.

The personal information we collect about you may include:

- name;
- mailing or street address;
- date of birth;
- email address;
- phone number;
- financial information;
- payment information

You do not have to provide us with your personal information. Where possible, we will give you the option to interact with us anonymously or by using a pseudonym. However, if you choose to deal with us in this way or choose not to provide us with your personal information, we may not be able to provide you with our services or otherwise interact with you.

How do we collect your personal information?

We collect your personal information directly from you when you:

- interact with us over the phone;
- interact with us online;
- attend a Australian Collections Group Pty Ltd event;
- subscribe to our mailing list;
- apply for a position with us as an employee, contractor or volunteer;

Collecting personal information from third parties

We may also collect your personal information from third parties or through publicly available sources, for example government websites, google or linkedIn. We collect your personal information from these third parties so that we have accurate and up to date information.

How do we use your personal information?

We use personal information for many purposes in connection with our functions and activities, including the following purposes:

- provide products or services to our clients;
- deliver to you a more personalised experience and service offering;
- improve the quality of the services we offer;
- internal administrative purposes;
- allow individuals to manage their affairs with our clients;

Disclosure of personal information to third parties

We may disclose your personal information to third parties in accordance with this Policy in circumstances where you would reasonably expect us to disclose your information. For example, we may disclose your personal information to:

- our third party service providers such as;
 - file storage service providers
 - database and mailing service providers
 - marketing service providers
 - providers of payment processing services
 - IT service providers who may need access to on-site support
- our professional services advisors;

How do we protect your personal information?

Australian Collections Group Pty Ltd will take reasonable steps to ensure that the personal information that we hold about you is kept confidential and secure, including by:

- having a robust physical security of our premises and databases / records;
- taking measures to restrict access to only personnel who need that personal information to effectively provide services to you;
- having technological measures in place such as anti-virus software and fire walls;

Online activity

Cookies

The Australian Collections Group Pty Ltd website uses cookies. A cookie is a small file of letters and numbers the website puts on your device if you allow it. These cookies recognise when your device has visited our website(s) before, so we can distinguish you from other users of the website. This improves your experience and the Australian Collections Group Pty Ltd website(s).

We do not use cookies to identify you, just to improve your experience on our website(s). If you do not wish to use the cookies, you can amend the settings on your internet browser so it will not automatically download cookies. However, if you remove or block cookies on your computer, please be aware that your browsing experience and our website's functionality may be affected.

Website analytics

Our website uses google analytics and other analytics built into the website infrastructure to help us better understand visitor traffic, so we can improve our services. Although this data is mostly anonymous, it is possible that under certain circumstances, we may connect it to you.

Retention of personal information

We will not keep your personal information for longer than we need to. In most cases, this means that we will only retain your personal information for the duration of your relationship with us unless we are required to retain your personal information to comply with applicable laws, for example record-keeping obligations.

How to access and correct your personal information

Australian Collections Group Pty Ltd will endeavour to keep your personal information accurate, complete and up to date.

If you wish to make a request to access and / or correct the personal information we hold about you, you should make a request by contacting us and we will usually respond within 2 business days. We will deal with such a request by contacting us by one of our contact methods mentioned below in “How to Contact Us”.

Links to third party sites

Australian Collections Group Pty Ltd website(s) may contain links to websites operated by third parties. If you access a third party website through our website(s), personal information may be collected by that third party website. We make no representations or warranties in relation to the privacy practices of any third party provider or website and we are not responsible for the privacy policies or the content of any third party provider or website. Third party providers / websites are responsible for informing you about their own privacy practices and we encourage you to read their privacy policies.

Inquiries and complaints

For complaints about how Australian Collections Group Pty Ltd handles, processes or manages your personal information, please contact our privacy officer. Note we may require proof of your identity and full details of your request before we can process your complaint.

Please allow up to 14 days for Australian Collections Group Pty Ltd to respond to your complaint. It will not always be possible to resolve a complaint to everyone's satisfaction. If you are not satisfied with Australian Collections Group Pty Ltd's response to a complaint, you have the right to contact the Office of Australian Information Commissioner (at www.oaic.gov.au/) to lodge a complaint.

How to contact us

If you have a question or concern in relation to our handling of your personal information or this Policy, you can contact us for assistance as follows:

Email

complaints@australiancollections.com.au

Contact number

(02) 9052 6779

Post

Attention: Privacy Officer

Postal Address: PO Box 102 Mascot NSW 1460