
Super Cheap Auto Group Limited

PRIVACY POLICY

Authorised by: Managing Director	Last revision date: July 2005
Introduction date: July 2005	This revision date: November 2008
	Revision Authorised by: Company Secretary

POLICY STATEMENT

Supercheap Auto Group (“the Company”) and its subsidiary companies are committed to protection of personal information collected as a result of its business activity.

Amendment of the Company’s Privacy Policy will be published on the Company’s website.

POLICY GUIDELINES

Collection, use & disclosure of personal information

Personal information will only be collected by fair and reasonable means. In most circumstances the owner of the personal information will be made aware that the information is being collected, and given an opportunity to seek information regarding the purpose of collection, its storage and use.

Only information that is required for a legitimate business reason will be collected, including:

1. Employment applications and resumes containing personal information of the applicant and third parties (referees) will be assessed as soon as practicable. Where applicants are considered unsuitable, the applications or resumes will be destroyed. Where applicants are considered suitable, the referees will be contacted and made aware why the Company has their personal information. Applications and resumes will be included in personnel records for applicants who commence employment with the Company.
2. Financial information may be collected for the purpose of transaction approval and funds transfer in payment for products and services by way of transactions at the Company’s various retail locations, including internet “on-line” stores. Financial information is held on secure servers in controlled facilities to ensure confidentiality.

Personal information exchanged with another organisation for purposes of 1 & 2 above, will be in strict observance of law, and in accordance with commercially accepted practices.

The Company is permitted to use or disclose personal information:

- Where required by law
- Loss recovery resulting from a failed financial transaction eg collection agency
- Where we reasonably believe that the use or disclosure is necessary to lessen or prevent a serious, immediate threat to someone’s health or safety or the public’s health or safety.

Access, Security and storage

The Company places a great importance on the security of all information associated with its customers, clients, and contractors.

Security measures are in place in order to protect personal information under the Company’s control. Personal information is destroyed when no longer required by the Company.

Personal information requested in accordance with the National Privacy Principles (NPP), will be provided by the Company’s Privacy Officer as provided by NPP:

a) information will be passed on by the Company subject to satisfaction that the information relates to the requesting party;

b) Inaccurate information will be corrected upon advice from the requesting party

Requesting parties may request an explanation from the Company in the case of refusal of a) and/or b) above.

Further information

For more information on privacy legislation or the National Privacy Principles visit the Federal Privacy Commissioner's web-site at

<http://www.privacy.gov.au/>

For further information on this policy please contact the Privacy Officer via:

E-mail: privacy@supercheapauto.com

Mail: Privacy Officer, 751 Gympie Road, Lawnton, QLD 4501

Fax: 07 3205 8470