



COMPANY PRIVACY POLICY

AIM

Work Structures Pty Ltd is committed to the protection of personal privacy. Our commitment to privacy is demonstrated by our adhering to the 10 National Privacy Principles as outlined in the 1988 Privacy Act. The personal information we collect is for the administration of providing you with our goods and services and to enhance and develop our relationship with you. The information we collect typically consists of contact details and job title or position.

POLICY

Work Structures Pty Ltd will collect only information that is relevant and necessary and will collect the information in an unobtrusive manner. The information will not be used for any purpose other than that for which it was collected.

Work Structures Pty Ltd will use a variety of physical and electronic security measures including restricting physical access to our offices, firewalls and secure databases to keep personal information secure from misuse, loss or unauthorised use or disclosure.

The Internet is not a secure environment. If you send us information, including your email address, via the internet, it is sent at your own risk.

You are not required to provide us with any personal information when dealing with us.

You have a right to access the personal information we hold about you. Please contact us to ask for access to your information or if you have a complaint concerning the privacy of your information. If you would like more information about our approach to privacy please contact us at:

Work Structures Pty Ltd
4 Kamholtz Court
Molendinar QLD 4214