



PRIVACY POLICY

The Company's Privacy Policy sets out details about the collection, use and disclosure of your personal information and how the Company and its associated entities deal with your information.

1. Type of information that the Company collects and stores

- (a) The Customer's personal information set out in any application for commercial trade credit made to the Company;
- (b) The Customer's personal information collected from other parties relating to the Customer's commercial activities, commercial credit worthiness and business history;
- (c) The personal information of Guarantors of the Customer named in any application for commercial trade credit.

2. Purpose for collecting, holding, using and disclosing personal information

- (a) To conduct appropriate enquires as to the credit worthiness of the Customer and/or Guarantor with credit reporting agencies and other credit providers for credit related purposes;
- (b) To verify the identities of the Customer and Guarantor;
- (c) To provide goods and services to the Customer and to assist with any inquiries;
- (c) To administer and manage the Customer's account including deliveries, billing and recovery of any monies owing by the Customer to the Company and report any defaults to credit reporting agencies.

3. How the Company collects personal information

The Company may collect the Customer and Guarantor's personal information from a number of sources such as:

- (a) Directly from the Customer and/or Guarantor or other external contacts when external contacts provide information or instructions;
- (b) From other third parties such as the Customer's bank, trade referees or other credit providers;
- (e) From publicly available sources of information.

4. How the Company stores personal information

The Company may hold personal information in a number of ways, including:

- (a) electronically on its onsite computer databases; and
- (b) in hard copy, in the offices of relevant management staff or any other Company storage areas.

The Company has taken reasonable steps to protect personal information from misuse, unauthorised access, disclosure, modification or loss.

5. When will the Company disclose personal information

The use or disclosure of Customer and/or Guarantor personal information will only be for the purpose for which it was collected or for related secondary purpose (a purpose other than the primary purpose but is related to the primary purpose) unless:

- (a) The Company is under a legal duty or obligation to disclose the personal information or is otherwise compelled to disclose such information by an Australian law, or by order of a court or tribunal; or
- (b) the Customer and/or Guarantor has consented to its use or disclosure;
- (c) The Company reasonably believes that the use or disclosure of the information is reasonably necessary for enforcement related activities conducted by or on behalf of the Company.

6. How the Customer may access and correct personal information held by the Company

- (a) The Customer and any Guarantor are entitled to access any personal information that the Company holds about them. All requests for access to personal information should be in writing and addressed to:

Name: George Kapeleris

Position: Financial Controller

Address: 177 Victoria Road Marrickville NSW 2204

Email: georgek@dantias.com.au

- (b) Requests for access will be responded to as soon as practicable, and any refusal for access must be supported by reasons and applicable exceptions under the Privacy Act.
- (c) The Customer and any Guarantor may request the correction of personal information which relates to them. The Company **Error! Reference source not found.** will take reasonable steps to correct the information as soon as practicable.

7. How to make a complaint about privacy

- (a) Any complaints with respect to the Company's compliance with the Australian Privacy Principles should be in writing and addressed to the contact details provided above.
- (b) The Company will promptly acknowledge and investigate any complaints about the way it manages personal information with regard to the Privacy Act and applicable Australian Privacy Principles and provide a response and endeavour to resolve the complaint.
- (c) The Customer may also lodge a complaint with a relevant regulator such as the Office of the Australian Information Commissioner.