

## SITE SAFE

### Privacy Policy

SITE SAFE directly collects personal information of individuals and companies that use the service or may have the need of the services of SITE SAFE. Information is obtained during the sale, hiring or enquiry process of the client, as well as telemarketing activities.

The primary purpose of information obtained is to ensure that the individuals and companies using the service of SITE SAFE are identified so that proper account payment details, contact addresses and phone numbers information are available to insure the risk of loss of income to SITE SAFE is minimized.

This information that has been collected may be used in future marketing activities conducted by SITE SAFE, but where explicitly requested by the individual or company the information will be withheld and the information not used in marketing activities.

SITE SAFE also collects information from third party sources to use in marketing activities; these include faxes, email, mail-outs and telemarketing. The information collected is not passed to any other marketing company for use outside the requirements of SITE SAFE. Where explicitly requested by the individual or company the information will be withheld and the information not used in marketing activities by SITE SAFE.

At any time individuals are able to access their information free of charge to make amendments or request for removal by contacting SITE SAFE on (03) 8363 1900. Confirmation will either be provided verbally or in writing within 14 days once the individual seeking information is confirmed to be the person on whom SITE SAFE holds information. All monetary responsibilities must be discharged prior to information being removed from the clients account.