

PRIVACY POLICY

At ASAP Glass P/L protecting your privacy and the confidentiality of your personal information is important. ASAP Glass P/L is subject to the National Privacy Principles ("NPPs") under the Privacy Act 1988 (Cth). The following Privacy Policy explains how ASAP Glass P/L manages and protects the privacy of your personal information under the NPPs.

How ASAP Glass P/L collects your personal information

Generally, ASAP Glass P/L will collect personal information directly from you, when you deal with ASAP Glass P/L by telephone, letter, fax or email. ASAP Glass P/L usually collects information such as your name, address, contact number and email address.

ASAP Glass P/L will sometimes collect other personal information such as credit card details etc. In the event of this ASAP Glass P/L will inform the customer as how that information will be stored and used.

How ASAP Glass P/L uses your personal information

ASAP Glass P/L uses personal information for the primary purpose for which it was collected, or for secondary purposes which are related to the primary purpose. Generally, ASAP Glass P/L uses personal information for the following purposes:

- to provide products or services that have been requested;
- to assist in the management and improvement of products and services, including analysis of future client needs;
- to communicate with you;
- to undertake marketing activities.

ASAP Glass P/L may disclose your personal information for the purpose which was either specified or reasonably apparent at the time when the information was collected. Depending on the circumstances, ASAP Glass P/L may disclose personal information to:

- our service providers and specialist advisers;
- our insurers;
- any person with a lawful entitlement to obtain the information.

If ASAP Glass P/L engages a third party contractor to perform services which involves handling personal information ASAP Glass P/L requires the contractor to comply with the National Privacy Principles. ASAP Glass P/L also takes reasonable steps to prohibit the contractor from using personal information except for the purposes for which it was supplied.

Retention & Disposal

ASAP Glass P/L protects your personal information from loss, misuse, modification and disclosure. ASAP Glass P/L uses industry standard safeguards to ensure the security of your personal information through physical, electronic and managerial procedures.

When ASAP Glass P/L no longer requires your personal information ASAP Glass P/L securely destroys the information and deletes it from its systems.

Accessing and Updating Personal Information

All personal information can be access and updated at any time just contact the office.

