

PRIVACY POLICY

The Commonwealth Privacy Act 1988 has recently been extended to cover organisations in the private sector and regulates the collection, use and disclosure of personal information relating to individuals by organisations. The Privacy Amendment Act 2000 applies from 21st December 2001.

The majority of Ampcontrol's trading partners are corporations and other business organisations. As a result the company collects very little personal information about individuals other than in the employer/employee relationship. Ampcontrol however recognises the need to comply with the National Privacy Principles in areas where individual information is collected.

The following Statement explains how we will manage personal information collected by us in accordance with the Privacy Laws. Further we will ensure this policy is updated as necessary.

The company has elected to be bound by the National Privacy Principles set down by the Privacy Commissioner under the Privacy Amendment Act 2000.

A. HOW WE COLLECT YOUR PERSONAL INFORMATION

Generally, the type of personal information we collect is the information included in documents and forms we use in the course of either trading or communicating in our business activities. This may include for example, your name, mailing address, telephone number, licence number, e-mail address, and details of any competency tests or other information relating to amongst other things potential employment with us.

Where practical we collect personal information directly. We may however collect personal information when dealing with us by telephone, letter, fax, or e-mail, or when our Web site is visited.

We collect personal information for any one or more of the following purposes:

- to provide credit terms to a business of which an individual is a Director/Owner/Partner;
- in response to job advertisements we place for positions vacant with us;
- to facilitate services provided to or by us, where an organisation is a client or service provider or potential client or service provider.

There may be occasions when we obtain personal information from a third party, for example; when receiving the results of a competency test in relation to a pre-employment evaluation process. In these cases we will seek consent prior to requesting this information or take reasonable steps to inform you that we have collected this personal information.

Ampcontrol also uses the information collected to send information that is requested (either by post, e-mail or fax). If at any time material is received not requested or wanted, please advise us immediately and we will update our records immediately.

B. HOW WE USE AND DISCLOSE PERSONAL INFORMATION

We may use and disclose personal information for the purposes it was collected and may disclose the information to:

- our related entities
- debt collection agencies in order to pursue a personal guarantee in relation to unpaid debts
- a third party in relation to pre-employment testing and evaluation

We may also disclose personal information for a secondary purpose:

- where the secondary purpose is related to the primary purpose for which it was collected and it could be reasonably expected the information would be used for that secondary purpose
- where we have consent
- where we have reasonable grounds to believe the use or disclosure of the information will assist in the investigation of some alleged criminal activity
- where disclosure is required under some law or act

If we engage third party service providers to perform services which involves handling personal information we will take all reasonable steps to ensure the privacy principals are complied with and confidentiality undertakings are provided.

C. KEEPING PERSONAL INFORMATION UP TO DATE

If the personal information we hold changes, please contact us so that we may update the information. We may also make contact from time to time to confirm the information we hold is still correct.

D. SECURITY OF PERSONAL INFORMATION

Information may be stored in hard copy or electronically and security procedures are in place to protect personal information. Records are held for periods required by legislation under taxation and corporations law and are then destroyed under controlled procedures.

E. INFORMATION PROVIDED USING OUR WEB SITE

When our Web site is accessed, we gather information about our users, including what areas users visit. This information helps us to better understand the needs and interests of our users. We do not disclose information about your individual visits to the Ampcontrol Web site to any outside parties, other than to our related entities or where the law requires it.

We refer to our Privacy Statement (DOC-099) in relation to information provided by customers and other third parties through our Web site.

F. GAINING ACCESS TO INFORMATION WE HOLD

Access to personal information we hold can be obtained on written request which should be directed to:

The Privacy Officer
Ampcontrol Pty Limited
16 Old Punt Road
Tomago NSW 2322

The request will be dealt with promptly and we reserve the right to charge for our reasonable costs in supplying this information.

Individuals can obtain further information on privacy from the Privacy Commissioner's Web site at www.privacy.gov.au.

Where an individual has a complaint regarding an alleged breach of privacy, it should be referred in the first instance in writing to the Privacy Officer at the abovementioned address, who will deal with the complaint promptly and in accordance with the generally accepted principles of complaint resolution.

G. IDENTIFICATION

Where the company does collect personal information it has developed its own identification system for reference and retrieval purposes.

H. OPENNESS

This statement sets out Ampcontrol's policy on the management of personal information and is available on request from any of our operating locations (refer paragraph M below).

I. ANONYMITY

The company recognises this principle and will apply it when appropriate.

J. TRANSBORDER DATA FLOWS

The company recognises this principle and will apply it before any such transfers occur.

K. SENSITIVE INFORMATION

Generally the company does not collect sensitive information about individuals, other than as part of the contract of employment where the information collected is generally exempt from the operation of the Act. However the company recognises its obligations of confidentiality and maintains the information in a restricted and secure environment and will apply the privacy principles wherever practicable to secure the privacy of employment records.

L. GENERAL

Ampcontrol has updated all business documents and forms which it considers will be affected by the new privacy legislation with a Collection Statement. Further all other company policies have been reviewed and updated to reflect the new privacy principles.

M. EXTENT

This policy covers all entities comprising the Ampcontrol Group as listed below:

Ampcontrol Pty Limited ABN 28 000 915 542	16 Old Punt Road Tomago NSW 2322
Ampcontrol CSM Pty Limited ABN 35 000 770 141	250 Macquarie Road Warners Bay NSW 2282
Ampcontrol EME Pty Limited ABN 47 105 798 196	155-157 Five Islands Road Cringila NSW 2502
Ampcontrol International Pty Limited ABN 48 088 317 159	16 Old Punt Road Tomago NSW 2322
Ampcontrol Projects Pty Limited ABN 90 105 503 820	16 Old Punt Road Tomago NSW 2322
Ampcontrol (QLD) Pty Limited ABN 97 001 335 842	44 Southgate Drive Mackay QLD 4740
Ampcontrol RES Pty Limited ABN 97 002 454 079	8 Martin Drive Tomago NSW 2322
Ampcontrol SWG Pty Limited ABN 78 001 737 533	6 Martin Drive Tomago NSW 2322



Ampcontrol Transformers Pty Limited
ABN 68 099 836 281

16 Old Punt Road
Tomago NSW 2322

Ampcontrol WA Pty Limited
ABN 42 009 220 535

2 Norlin Street
Kewdale WA 6105

ATF Mining Electrics Pty Limited
ABN 91 001 175 435

39 Munibung Road
Cardiff NSW 2285

Austech Instruments Pty Limited
ABN 68 002 021 712

8 Ponderosa Parade
Warriewood NSW 2102

Cable Management Australia Pty Limited
ABN 70 103 629 465

Lot 1 Thorpe Street
Pat Hannay Industrial Estate
Moranbah QLD 4744

Cable Services Australia Pty Limited
ABN 41 074 158 759

118 Glenwood Drive
Thornton NSW 2322

ResTech Pty Limited
ABN 67 105 592 087

Building EA214
School of Electrical Engineering & Computer Science
University of Newcastle
University Drive
Callaghan NSW 2308

Sales Office – Brisbane

Level 1, Suite 15
71 Racecourse Road
Hamilton QLD 4007

Sales Office – Melbourne

2nd Floor
541 Blackburn Road
Mt Waverly VIC 3149

DR ALAN BROADFOOT
B.E. (Hons), M.E., Ph. D., M.I.E.E.E., F.I.E. (Aust)
CHIEF EXECUTIVE OFFICER

Privacy Statement

Introduction

The Commonwealth *Privacy Act 1988* has recently been extended to cover organisations in the private sector and regulates the collection, use and disclosure of personal information relating to individuals by organisations. The *Privacy Amendment Act 2000* applies from 21st December 2001.

The majority of Ampcontrol's trading partners are corporations and other business organisations. As a result the company collects very little personal information about individuals other than in the employer/employee relationship. Ampcontrol however recognises the need to comply with the National Privacy Principles in areas where individual information is collected.

The privacy of information you provide at this site is important to us. The following Privacy Statement explains how we will manage personal information submitted to Ampcontrol by customers and other third parties through its website.

This website also contains a link to our privacy policy for personal information provided to us by employees and our privacy policy for personal information collected from customers and other third parties when dealing with us by telephone, letter, fax or email.

We have created this Privacy Statement to govern our commitment to protecting the privacy of your information. Ampcontrol, recognises the need to comply with the National Privacy Principles in areas where individual information is collected. The company has elected to be bound by the National Privacy Principles set down by the Privacy Commissioner under the *Privacy Amendment Act 2000*.

Should you have any further questions or queries, please feel free to direct these to the Marketing Manager at marketing@ampcontrol.com.au, Ampcontrol Pty Limited, 16 Old Punt Road, Tomago NSW 2324.

Individuals can obtain further information on privacy from the Privacy Commissioner's website at www.privacy.gov.au.

The Ampcontrol Website Privacy Statement

We may collect personal information for any one or more of the following purposes:

- to provide credit terms to a business of which an individual is a Director/Owner/Partner;
- to facilitate services provided to or by us, where an organisation is a client or service provider or potential client or service provider; or
- to send information that is requested (either by post, e-mail or fax). If at any time material is received not requested or wanted, please advise us immediately and we will update our records immediately.

When do we collect personal information?

Generally, the type of personal information we collect is the information included in documents and forms we use in the course of either trading or communicating in our business activities. This may include for example, your name, mailing address, telephone number, licence number and e-mail address. We only collect personal information from the website (when submitted) in order to fulfil a request, registration, or when you choose to take part in a survey.

Cookies and Log Files

Cookies may be used on some areas of our site. A cookie is a small software application which allows a Web site to recognise a previous user and to observe how a user navigates within a Web site.

Cookies are now used as a standard by many Web sites to improve users' navigational experience.

If you are concerned about cookies, most browsers now recognise when a cookie is offered, and permits users to opt-out of receiving it. If you are not sure whether your browser has this capability, you should check with the software manufacturer or your Internet service provider. It is Ampcontrol policy to use cookies to make the use of our Web sites easier for visitors and to facilitate efficient registration procedures. In most cases, a visitor can refuse a cookie and still fully navigate our Web sites.

In order to properly manage our Web site we may anonymously log information on our operational systems, and identify categories of visitors by items such as domains and browser types. These statistics are reported in the aggregate to our webmasters. This is to ensure that our Web site presents the best web experience for visitors and is an effective information resource.

Access to information

Depending on the purpose of the information submitted (eg product enquiries) some information may be stored in Ampcontrol CRM system, ACT!. Some or all of this information may be available to authorised staff of Ampcontrol.

Use and disclosure of information

We may use and disclose personal information for the purposes it was collected.

Where we have obtained your consent, we will use your personal information to send you communications from time to time. For example to advise you of information, upcoming events, conferences or seminars which may be of interest to you.

If you have given us your consent, you have the right to request at a later time that we stop sending you communications. You can do this by emailing the contact on the submission form or contacting the Marketing Manager at the address outlined above.

Is information disclosed to Third Parties?

We may disclose the information to our related entities.

We may also disclose personal information for a secondary purpose:

- where the secondary purpose is related to the primary purpose for which it was collected and it could be reasonably expected the information would be used for that secondary purpose;
- where we have consent;
- where disclosure is required under some law or act

If we engage third party service providers to perform services which involves handling personal information we will take all reasonable steps to ensure the privacy principals are complied with and confidentiality undertakings are provided.

How long is the information kept?

Records are held for periods required by legislation under taxation and corporations law. Information will be destroyed under controlled procedures when it is outdated or no longer required, after which time it will be destroyed or permanently de-identified.

If the personal information we hold changes, please contact us so that we may update the information. We may also make contact from time to time to confirm the information we hold is still correct.

Access your information

To access information still held relating to a request or registration simply email the Marketing Manager at marketing@ampcontrol.com.au.

How is my information secured?

Information may be stored in hard copy or electronically and security procedures are in place to protect personal information from misuse, loss, unauthorised access, modification or disclosure.

The information submitted is stored in either email boxes or an appropriate data-warehouse. This information is only available to authorised staff and contractors.

Ampcontrol has implemented generally accepted standards of technology and operational security in order to protect personally identifiable information from loss, misuse, alteration or destruction. All Ampcontrol employees follow a firm wide security policy. Only authorised Ampcontrol personnel are provided access to personally identifiable information and these employees have agreed to ensure confidentiality of this information.

Links to third party sites

Because Ampcontrol wants your Web site experience to be as informative and resourceful as possible, we provide a number of links to third party sites.

Ampcontrol assumes no responsibility for the information practices of sites a user is able to access through ours, and encourages visitors to review each site's privacy policy before disclosing any personally identifiable information.

Changes to the Ampcontrol Privacy Statement

Ampcontrol reserves the right to modify or amend this Statement at any time and for any reason. Nothing contained in this Statement is intended to create a contract or agreement between Ampcontrol and any user visiting the site, or provide identifying information in any form.

Dispute Resolution

Where an individual has a complaint regarding an alleged breach of privacy, it should be referred in the first instance to the Marketing Manager, Ampcontrol Pty Limited, 16 Old Punt Road, Tomago NSW 2324, marketing@ampcontrol.com.au. The Marketing Manager will deal with the complaint promptly and in accordance with the generally accepted principles of complaint resolution.

Contact our office

We welcome your enquiries or comments about our Privacy Statement and any queries or concerns that you may have about this Web site should be directed to the Marketing Manager at the address outlined above. For policies relating to personal information obtained by other means refer to Ampcontrol DOC-074 Privacy Policy.

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Miscellaneous

These General Conditions are governed by the law of New South Wales, Australia. Disputes arising from these General Conditions are in the first instance exclusively subject to the jurisdiction of the courts of New South Wales, Australia. Ampcontrol reserves the right to make changes to this site at any time.