

PRIVACY POLICY NO.: 7.11

Issue Date: 12 March 2014

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Scope

Gerard Lighting Group Pty Ltd and its related entities (Gerard Lighting) is committed to treating the information we collect in accordance with the Australian Privacy Principles (APP's) in the Privacy Act 1988 (Cth) (Privacy Act).

This Privacy Policy sets out our information handling procedures, the rights and obligations that both you and we have in relation to personal information and describes the way that Gerard Lighting collects, holds, uses and discloses personal information about individuals.

Definitions

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- (a) whether the information or opinion is true or not; and
- (b) whether the information or opinion is recorded in a material form or not.

'You' means employees, customers and/or suppliers.

Personal Information We Collect

The types of personal information we collect include:

- Names, job titles, contact and address details.
- Information in identification documents (for example driver's licence and passport).
- Tax file numbers and other government issued identification numbers.
- Bank account details.
- Educational qualifications, employment history, reference checks.
- Data relating to the value and quantity of products you purchase from us.

How Do We Collect Personal Information

Gerard Lighting collects personal information when it is reasonably necessary to do so to conduct its business activities.

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We will collect personal information about you in the following ways:

- Through employment.
- Through our website.
- By telephone, mail or email.
- Through personal contact such as industry events and trade shows.
- If you purchase products from us or require us to provide services to you.

Gerard Lighting will take reasonable steps to advise individuals of the purpose for which their personal information is collected and the main consequences (if any) of not providing that information.

In the course of its business, Gerard Lighting may be required to disclose personal information to its related entities, service providers, contractors and or consultants in Australia and located overseas in order for us to provide you with the information, product or service we are providing to you.

How Do We Hold Personal Information

We will hold personal information as either physical records, records on our electronic servers and in some cases, records on third party servers which may be located overseas.

In respect to hard copy and electronic records of personal information, these are held in a secure manner designed to protect that information from misuse, interference and unauthorised access, modification or disclosure.

Personal information that is no longer required by law or for a valid business reason is destroyed in a secure manner.

Purposes For Which We Collect, Hold, Use and Disclose Personal Information

Generally, Gerard Lighting will collect, hold, use and disclose personal information for the purposes of providing or offering goods and services to you.

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Gerard Lighting will only use and disclose personal information in accordance with the Privacy Act and the APP's. This may include where use or disclosure is required by law, where Gerard Lighting has the individual's consent to the use or disclosure or for the purposes for which it was collected or related purpose that you would reasonably expect Gerard Lighting to use or disclose that information.

Gerard Lighting will take reasonable steps to ensure that all personal information it collects, holds, uses or discloses is accurate, complete, up to date and not misleading.

How You Can Access Your Personal Information

You may access, update and correct personal information held by Gerard Lighting by contacting Gerard Lighting's Privacy Officer by written request.

You do not need to provide a reason for your request for access to your personal information. We may charge a small fee for providing access to your personal information if it requires a significant amount of time to locate or collect your information or to present it in an appropriate form. We will not charge you to correct your personal information we hold in our records.

We will respond to all requests for access to or correction of personal information within a reasonable time.

There may be circumstances in which we are not able to provide you with access to your information such as where the requested access will have an unreasonable impact upon the privacy of others or where we are required by law to withhold the information. If we are unable to provide you access or to correct that personal information, we will provide written reasons for our decision.

Enquiry and Complaints Procedure

Enquiries or concerns about privacy matters including complaints about how Gerard Lighting handles personal information and concerns that Gerard Lighting has breached the APP's should be made in writing to the Privacy Officer. Gerard Lighting will respond to all enquiries as quickly as possible.

Where an individual wishes to interact anonymously, the individual is not required to provide personal or sensitive information unless Gerard Lighting is required by law to deal with

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individuals who have identified themselves or it is impracticable for Gerard Lighting to deal with individuals who have not identified themselves.

General

Gerard Lighting will review its Privacy Policy from time to time. This document reflects our Privacy Policy at 12 March 2014. We may amend this Policy at any time by posting an updated Privacy Policy on our website.

Privacy Officer

Our Privacy Officer can be contacted as follows:

Privacy Officer
Gerard Lighting Group Pty Ltd
142-144 Fullarton Road
ROSE PARK SA 5067
Telephone: +61 8122 2300
Facsimile: +61 8122 2329
privacy@gerardlighting.com.au