

### Policy Statement

This policy describes how Active Group Global Pty Ltd (the Company) protects and manages personal information from users (User), and complies with the Australian Privacy Principles contained in the *Privacy Act 1988 (Cth) (Privacy Act)*. The *Privacy Act* defines personal information as information or an opinion about a User where their identity is clearly or reasonably apparent, whether or not that information is recorded in a material form. By accessing [www.agpl.com.au](http://www.agpl.com.au) or otherwise dealing with the Company, including by providing any personal information, the User does:

- consent to the collection, storage, disclosure, use and transfer of personal information as described in this policy; and
- agree to be bound by the prevailing privacy policy appearing on [www.agpl.com.au](http://www.agpl.com.au).

### Collection of Personal Information

The Company collects personal information from a User only for the purpose for which it is collected and related purposes. These purposes include: providing the User with Company publications and newsletters; to inform a User about important products or services; to communicate with a User in relation to enquiries; and to assist the Company in doing business with a User.

Where reasonable and practicable to do so, the Company will collect personal information directly from the User (e.g. when a User subscribes to Company publications). The Company may also collect other information about a User, or their use of our goods or services as described in any applicable terms and conditions or collection statements. The type of personal information that the Company collects includes the User's full name, email address and phone number.

### Anonymity

A User may choose to remain anonymous by not providing personal information to the Company. In such circumstances, the Company may not be able to provide services.

### Purposes for Storage, Use and Disclosure of Personal Information

The Company will hold, use and disclose personal information about a User only for the primary purpose for which it is collected and related purposes including, but not limited to:

- emailing Company publications and newsletters;
- responding to enquiries; and
- providing information and alerts about other products or services that may be of interest to the User.

The Company may disclose personal information to third parties, such as IT service providers.

### Accessing and Correcting Personal Information

The Company takes all reasonable steps to make sure that the personal information which is collected, used or disclosed is accurate, complete and up-to-date. If a User wishes to access, update, or correct their personal information, please contact the Company at [sales@brookfield.net.au](mailto:sales@brookfield.net.au). The Company may refuse to provide a User with certain information where permitted or required by law.

### Holding and Securing Personal Information

The Company implements a range of security measures to protect the personal information in its possession. The Company takes reasonable steps to both protect personal information and to destroy or de-identify it when it is no longer required, including through a range of physical and electronic security measures.

Users are requested to notify the Company immediately if they become aware of any breach of security.

### Procedure for Complaints

If a User believes that the Company has failed to comply with the *Privacy Act* and/or this policy, they may lodge a complaint.

### Contact Details

If a User would like to find out more about the Company's management of personal information or approach to privacy, please contact the Company at:

Post: 17 Waratah Street, Cowra 2794 NSW Australia

E-mail: [sales@brookfield.net.au](mailto:sales@brookfield.net.au)

Telephone: +61 2 6340 0100