



PRIVACY POLICY AND COLLECTION STATEMENT

Century Australia Investments Limited (“Century Australia”) is bound by the Privacy Act and the National Privacy Principles which govern such an organisation in its handling of personal information. Century Australia seeks to ensure that the personal information is held, used or disclosed consistently with the National Privacy Principles. We maintain the confidentiality of all personal information and prevent its misuse.

Information Collected

The personal information collected by us is only that considered necessary to allow us to manage and administer your account and provide you with services you require. Such information held by us may include your name, date of birth, address, TFN, financial details, contact details and financial service related information. Any requested personal information withheld by you may delay processing by us until the information is obtained.

Century Australia relies on a third party organisation to conduct some specialised activities such as administration and share registry. This party acts on our behalf and has its own specific confidentiality and non-disclosure agreements and requirements to comply with the Privacy Act.

Use or Disclosure of Information Collected

We will not sell, rent or trade personal information to or with third parties, without your consent. Please note, however, that if at any time we are required by law to release information about you or your organisation, Century Australia must fully satisfy your obligations under that law.

Data Security

Century Australia utilises a range of procedures to protect your personal information. These include:

- Security procedures associated with access to our business premises
- Security procedures within our offices
- IT security procedures including password protection, firewalls, intrusion detection and site monitoring
- Mandatory confidentiality guidelines for all staff within the business

Access to Information Collected

Under the Privacy Act, you have a right to seek access to your personal information, subject to some exceptions allowed by law. A client wishing to view the personal information held on them should contact Century Australia’s Privacy Officer and request a “Personal Information Access Form”.

Correction of Information

To assist us with the accuracy and ensure information is up-to-date, please contact our Privacy Officer to provide any changes to the information we hold. If you have any questions in relation to our privacy policy, please contact our Privacy Officer on (02) 8236 7701 or alternatively you could write to:

The Privacy Officer

Level 7, 20 Hunter Street
Sydney NSW 2000

