

## Privacy Policy

Easy Automation Pty Ltd is committed to protecting the privacy of all individuals. To deliver our commitment to privacy, we will comply with the legislation and regulations as updated March 2014, and as required in Australia.

As an Australian registered company, Easy Automation Pty Ltd is bound by the current Privacy Act, any amendments and the Australian Privacy Principles (APPs) contained within that Act.

All employees and officers of Easy Automation Pty Ltd are required to comply with the Act and this Privacy Statement. Easy Automation Pty Ltd has a Privacy Act Procedure which can be obtained by emailing [info@easyautomation.com.au](mailto:info@easyautomation.com.au).

Information or opinions which are collected, held, used or disclosed by Easy Automation Pty Ltd about an individual whose identity is apparent, or can reasonably be ascertained, will be protected by the standards outlined in this Statement.

To deliver our commitment to privacy, Easy Automation Pty Ltd will:

- a) Be bound by, and comply with, the APPs under the Act in relation to personal information
- b) Communicate this Privacy Statement to all employees and stakeholders to ensure awareness of their requirement to comply with our privacy standards and to anyone else who asks for it
- c) Ensure lawful, fair and unobtrusive means are used to collect personal information that is necessary for our business purposes
- d) Collect sensitive information only with the individual's consent and not disclose any personal information to an unrelated third party, except with the individual's consent or where we are required to do so by law
- e) Take reasonable steps to destroy or de-identify personal information in a secure manner when we have no further need for it or are required to do so by law
- f) Ensure only authorised personnel who have agreed to keep personal information confidential have access to the information
- g) Take reasonable steps to keep personal information up to date, accurate and complete
- h) Provide individuals access to their personal information on request
- i) Periodically review and revise this Privacy Statement and related procedures to maintain relevance.

Easy Automation Pty Ltd recognises and respects the importance of each individual's privacy. This Statement and related procedures ensure all personal information held by Easy Automation Pty Ltd is handled appropriately and kept confidential.

### How Easy Automation Pty Ltd use your personal information

Any personal details you provide will be used for the purpose of dealing with your request, enquiry or transaction. This may involve disclosing your personal information to the Easy Automation Pty Ltd and master distributor Easy Irrigation Pty Ltd companies and/or to Easy Automation Pty Ltd service providers if required to assist in operating our business. These organisations are required to comply with the principles of this Statement.

### Easy Automation Pty Ltd and your data security

We take steps to protect the personal information we hold against loss, unauthorised access, use, modification or disclosure, and against other misuse. When the personal information that we collect is no longer required, we destroy or delete it in a secure manner, in accordance with our documented procedure.

You can access the personal information that we hold about you, and you can ask us to correct the personal information we hold about you. If you are listed on one or more of our media or network email lists, you can opt out at any time. You can unsubscribe by using the 'unsubscribe' link in our emails.

### Easy Automation Pty Ltd obligations

Easy Automation Pty Ltd is bound by the information Privacy Principles in the Privacy Act.

### How to contact Easy Automation Pty Ltd

For further information contact us by email [info@easyautomation.com.au](mailto:info@easyautomation.com.au) or phone 02 9489 4118, or mail to PO Box 150 Thornleigh NSW 2120, Australia.