

# AUSTRALIAN SMALL SCALE OFFERINGS BOARD - PRIVACY POLICY

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Australian Small Scale Offerings Board Limited A.C.N. 109 469 383 (and its subsidiaries and other related entities) (**ASSOB**) respects the privacy of personal information that it collects and is committed to managing that information in a responsible manner.

ASSOB ultimately wants to make your online experience with us satisfying and safe and our aim is to safeguard your privacy and the security of your personal information whilst providing a personalised service that meets your individual needs and preferences. We take this stance not just to fulfill our legislative obligations under the Act, but also because we value your trust and our ongoing relationship.

ASSOB, like other companies operating in Australia, is bound by the National Privacy Principles as set out in the *Privacy Act 1988 (Cth)* and the *Privacy Amendment (Private Sector) Act 2000* which governs the way we collect, use, disclose, secure and otherwise manage your personal information.

Protecting personal information provided to us is important. We will take all reasonable steps to ensure, to the fullest extent possible, that our agents and service providers are aware of our and their respective obligations under this Privacy Policy. If you disclose personal information to third parties this policy will not apply and you will be subject to the privacy policy of that third party.

We encourage you to check our website regularly for any updates to the Privacy Policy.



**Australian Small Scale Offerings Board**

ASSOB Pty Ltd ACN 114 772 020

Corporate Centre One

Level 15, 2 Corporate Court, Bundall QLD 4217

PO Box 6269, GCMC QLD 9726

Tel: 1300 722 954

Fax: 1300 722 593

# COLLECTION OF INFORMATION

## Types of information collected

From time to time, it may be necessary for ASSOB to collect personal and/or sensitive information about you to fulfill one or more of our functions or activities. The personal information we may collect from you is information that can identify you, such as:

- your name, address and contact details (including email and telephone);
- user ID's and passwords relevant to our website at [www.assob.com.au](http://www.assob.com.au);
- the services provided to you by us, our agents and service providers;
- records of communications with ASSOB; and
- other information relevant to providing you with the services you are seeking.

The sensitive information we may collect from you includes the following:

- bank account and credit account details;
- membership of a professional or trade association;
- commercial in confidence information;
- shareholding entity and financial information; or
- any other sensitive information which we may require to provide the products and services to you.

## Purpose of information collected

The purpose for which we may collect and use your personal and sensitive information for one or more of the following purposes:

- providing our services to you;
- providing you with information about our services;
- providing you an online experience that is tailored to your individual needs and preferences;
- processing queries and applications you have made;
- acting as your agent if you request us to do so;



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- undertaking various activities required by law;
- providing you with promotional information about clients of ASSOB whose business or project opportunities you have indicated, may be of interest to you;
- providing you with information about other services that ASSOB offer that may be of interest to you;
- providing you with information about other services that ASSOB partners and affiliates offer, that may be of interest to you;
- providing you with promotional information about ASSOB and other organisations that we have affiliations with;
- facilitating our internal business operations, including the fulfillment of any legal requirements; and
- analysing our services and customer needs with a view to developing new and/or improved services.

## Methods of collection

We will collect personal and sensitive information from you generally through our website or through other means such as our agents and service providers or other forms which we may provide from time to time. We will always undertake such collection by lawful and fair means and not in an unreasonably intrusive way.

If we collect the information from a third party we will take reasonable steps to advise you of that collection promptly. We will tell you why we are collecting the information and the third parties to whom we will disclose that information. If you do not wish to provide the information we request, we will tell you what impact this will have.

## Cookies and web bugs

Cookies may be used on some areas of our website. A cookie is generated by a software application on a website's server, which enables it to improve your navigational experience through customisation enabled by tracking your navigation through a small text file on your hard drive. If you are concerned about cookies, most browsers now



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recognise when a cookie is offered, and permit you to opt-out of receiving them in the *Options* tab of your browser.

In order to properly manage our website 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 website presents the best web experience for visitors and is an effective information resource.

## USE AND DISCLOSURE OF INFORMATION

We will only use and disclose personal and sensitive information about you for the purposes for which it was collected, as set out above. We may however disclose personal and sensitive information about you to:

- our agents and service providers who assist us in operating our business and/or provide the various services you have requested and we have arranged (e.g. emails from approved Sponsors promoting business or project opportunities of clients whose opportunities you have indicated may be of interest to you – class order subscribed offers); or
- our service providers, who assist us in operating our business and/or provide the various services you have requested and we have arranged (e.g. mailing list database promotion of ASSOB and its corporate and promotional services and offers (excluding class order subscribed offers), online investor e-newsletters emails); or
- other carefully screened third parties whose products and services you have indicated, may be of interest to you (e.g. Share Register service providers or Trust Account Operators); or
- a purchaser of the assets and operations of our business, providing those assets and operations are purchased as a going concern; or
- government or regulatory authorities and other organisations, as required or authorised by law.

This means that your information will be disclosed if:



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- we told you when collecting it that it would be disclosed for that purpose or for a related purpose that you would reasonably expect;
- we have your consent;
- it is part of business assets which we are selling;
- we are required by law to disclose it; or
- it is otherwise permitted under the Act.

## OPT OUT

We will provide you with a low cost way of contacting us if you wish to opt out from receiving further marketing offers. In accordance with the Act and NPPs, direct marketing offers will contain an opportunity to opt out.

## QUALITY OF INFORMATION

We will take reasonable steps to ensure that the information that we collect, use and disclose is accurate, complete and up to date.

## SECURITY

We are committed to protecting your privacy and will take reasonable steps to ensure that the information we collect is protected from loss and misuse and from unauthorised access, modification and disclosure.

If we no longer require personal and sensitive information for any of the purposes for which it may legally be used or disclosed, we will take reasonable steps to destroy or permanently de-identify it.

## ACCESS TO THE INFORMATION WE HOLD

You can access your personal information upon making a request. However, there are occasions when this access may be denied under the exemptions contained in the Act.

If you establish that information held is not accurate, complete or up to date, then we will take reasonable steps to correct the information.



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Should you wish to access your personal information, please direct your request to our Privacy Officer. A reasonable charge may apply to gain access to information. You will be advised of any charges that may apply when you make a written request.

You may be required to provide suitable identification to enable us to protect the security and privacy of your personal information.

## AVAILABILITY OF AND AMENDMENTS TO THE POLICY

This Privacy Policy is available on [www.assob.com.au](http://www.assob.com.au). It will be reviewed from time to time and any amendments will be included in the updated policy.

## LINKS TO OTHER WEBSITES

Our website may contain links to other websites. We are not responsible for the privacy practices of linked websites and therefore such link websites are not subject to our Privacy Policy.

## PRIVACY INQUIRIES

If you have any questions about this Privacy Policy, any privacy related dealings with us or a possible breach of your privacy or would like further information about our information management practices, you can contact:

**The Privacy Officer**

Australian Small Scale Offerings Board Limited

Level 15, 2 Corporate Court

BUNDALL QLD 4217

PO Box 6269

GCMC QLD 9726

Phone 1300 722 954

Fax 1300 722 593

Email: [compliance@assob.com.au](mailto:compliance@assob.com.au)



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## FURTHER INFORMATION ABOUT THE PRIVACY ACT

For further information, you can contact The Office of the Privacy Commissioner, or visit their website on [www.privacy.gov.au](http://www.privacy.gov.au) or read the National Privacy Principles at [www.privacy.gov.au/publications/nps01.html](http://www.privacy.gov.au/publications/nps01.html).



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