

Your Number One Shipping Container Service Provider

LC & N Johnson Pty Ltd Website Private Policy

Introduction

LC & N Johnson Pty Ltd (Company, we or us) is bound by the Privacy Act 1988 (Cth) and the National Privacy Principles (each a NPP) set out in Schedule 3 of that Act. A copy of the NPPs is available at www.privacy.gov.au. Acts and practices of the Company in relation to its employee records are exempt from the NPPs insofar as they are directly related to a current or former employment relationship between the Company and an individual.

NPP 1 Collection of Personal Information

We collect, hold and use personal information about individuals, sole traders, and partnerships that are customers, suppliers and contractors of the Company and the directors of companies that are customers, suppliers and contractors of the Company. This information includes names, addresses, phone numbers, drivers licence details and any other required information such as financial information about a director (where the director is guaranteeing trading debts), individual, sole trader or partnership.

The collection of this information is necessary for us to supply our services. We obtain this information from our customers, suppliers and contractors by asking them to complete application forms and otherwise by correspondence by email, telephone, fax, mail or through our website. You may ask us to advise you of the details of your personal information which we hold and you may correct this information. Our contact details are set out on our website.

NPP 2 Use and disclosure of Personal Information

The information we collect in respect of our customers, suppliers and contractors and directors of company customers, suppliers and contractors is needed to:

- (a) establish a point of contact for us to deal with our suppliers and contractors and for the supply of our services and pricing information, invoicing, collection of outstanding accounts, the promotion of new and updated products and services; and
- (b) assess the credit worthiness of a proposed customer or director providing a director's guarantee.

We will seek your consent for the use and disclosure of your personal information for these purposes. We may use your email or home address for the purposes of direct marketing our services unless you have indicated to us that you do not wish to receive direct marketing but you may request us to cease sending you direct marketing material at any time and we will act on that direction. We may use or disclose your personal information in any manner authorised by NPP 2.

We may at times outsource certain functions to other organisations. For this purpose personal information regarding customers, suppliers, contractors (or their directors in the case of customer companies) may be transferred to or handled by:

- credit reference agencies;

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- our debt collectors or legal advisers;
- business support services such as document storage, printing and collating companies; or
- market research companies contracted by us to undertake customer surveys.

NPP 3 Date quality of Personal Information

We will endeavour to ensure that the information collected is accurate, complete and up to date. Our customers can assist us in this regard by exercising their rights under NPP 6

NPP 4 Data security

We do not sell or rent out any of the information we hold on our customers, suppliers or contractors. We will take reasonable steps:

- (a) to protect the personal information we hold from misuse and loss and from unauthorised access, modification or disclosure; and
- (b) to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information may be used or disclosed under NPP 2.

NPP 5 Openness.

On request by a person, we will let the person know, generally, what sort of personal information we hold.

NPP 6 Access and correction

We will provide you with access to your information on request, except in the circumstances set out in NPP 6. If we hold your personal information and you are able to establish that the information is not accurate, complete and up-to-date, we will take reasonable steps to correct the information so that it is accurate, complete and up-to-date.

NPP 7 Identifiers.

We will not use identifiers that have been assigned to you by a Government agency except your name or Australian Business Number.

NPP 8 Anonymity

NPP 8 allows an individual to anonymously transact with an organisation as much as it is practicable but given the nature of our business, it is impractical for us to provide services without using our customers' personal information.

NPP 9 Transborder data flow

NPP 9 regulates the transmission of personal information by an organisation to a foreign resident. At this stage we do not anticipate that there will be a need to transfer your personal information to a foreign country.

NPP 10 Sensitive information

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We will not collect sensitive information as defined in the Privacy Act 1988 being information or an opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, criminal record that is also personal information or health information about an individual or genetic information about an individual that is not otherwise health information.

Our website

If you browse our website or download information, we may record information such as the date and time of you accessed our website, the type of operating system you used to access our website, pages accessed and any information downloaded, the type of browser used to access our website and the internet domain and IP address from which you accessed our website. This information is used for statistical, reporting and website administration and maintenance purposes only.

If we allow password access to your account, you must keep your password secure to ensure there is no unauthorised access to your personal information. If you use your account on our website (if available) or contact us through our website or by email, the information about you which we may collect would include:

- information collected when you register or update an online profile, which may include personal information such as your name and contact details;
- the content of electronic forms you submit via our website or email, requesting us to provide services or information or take actions; and
- any messages or comments you submit to us via our website or by email.

Some of our web pages utilise "cookies" and other tracking technologies. Cookies are small text files that we transfer to your computer's hard drive through your web browser to enable our systems to recognise your browser. Cookies may also be used to record non-personal information such as the date, time or duration of your visit, or the pages accessed, for website administration, statistical and maintenance purposes. You may set your browser to notify you if you receive a cookie, or you may choose to block cookies with your browser. However, be aware that some features of our website may not function properly, or may be slower, if you refuse cookies.