

## Privacy Statement

Victorian Chemical Company Pty Ltd (ACN 004 188 863) (**VCC**) respects the right of individuals to have the privacy of their personal information maintained. We recognise the importance of personal information privacy and VCC is bound by the requirements of the *Privacy Act 1988* (Cth) with respect to the collection, storage and application of personal information.

VCC recognises the importance of your privacy and understands that the security of your personal information is important to you. We are committed to protecting the personal information you provide to us and which we collect from you. This Privacy Statement sets out the basis on which VCC collects personal information and also the basis on which any such personal information will be dealt with.

### 1 Personal Information Collected

- 1.1 VCC collects personal information that you provide directly to VCC as well as from publicly available sources.
- 1.2 VCC only collects personal information that is necessary to carry out its business activities, including providing you with information about our products and services from time to time.
- 1.3 VCC does not collect personally-identifiable information from you unless you provide it to us voluntarily and knowingly. This means you are under no obligation to provide personal information to VCC.
- 1.4 We have implemented security measures to protect the personal information we hold from unauthorised access. If you request information from us we will need to establish and verify your identity before we can disclose information to you.
- 1.5 If at any time you provide the personal details of someone else to us (eg a relative), you must ensure that the person has read and understood this privacy policy and separately consented to his or her personal information being used and disclosed to us by you for the purposes detailed in this policy.
- 1.6 We may also collect the following information via the VCC website:

#### (1) Statistical information

VCC may use and publish non-personal aggregate statistics and group data. However, subject to the further terms of this Privacy Statement, VCC will not share or make public information about you without your prior permission.

#### (2) Cookies

VCC uses 'cookies' on its website. This involves the collection of personal information about you, including your habits when accessing our website and any information you provide in customising this website. These cookies are stored on your computer by your browser. When you log in, the cookie tells VCC whether you have visited VCC before or whether you are a new visitor. The cookie does not obtain any personal information about you or provide VCC with any way to contact you and the cookie does not extract any information from your computer.

You can prevent this collection of information by setting your internet browser to not accept cookies. This will not prevent you from accessing the site, however it may prevent you from utilising all features of the site.

## 2 Use of Personal Information

2.1 VCC may collect, use and disclose your personal information to:

- (1) provide you with our products and services appropriate to your needs;
- (2) respond to your queries;
- (3) keep you up to date with services or products that may be of interest to you;
- (4) research, develop and improve our products and services;
- (5) administer the VCC website;
- (6) analyse use of the VCC website; and
- (7) for purposes that are expressly permitted under any agreement with you.

2.2 The types of organisations we may disclose your information to are:

- (1) organisations contracted to provide marketing services (such as direct marketing) on behalf of VCC;
- (2) organisations contracted to provide administrative services such as mail service providers; and
- (3) on a secured basis, organisations contracted to provide services for the ordinary operation of the VCC website.

2.3 If we outsource administrative services involving your personal information, we will take all reasonable steps to ensure that our third party service providers handle your personal information in accordance with this privacy statement.

2.4 VCC may also use or disclose your personal information for other purposes if you have consented to the use or disclosure or it is necessary to comply with the law.

2.5 Your personal information is also collected so that we can promote and market products and services (including products and services from third parties) to you (including by way of telemarketing, email, SMS and MMS messages). We may continue to promote and market services to you after you cease using the Site. If you do not wish us to promote and market products, services and special offers to you, please contact: [\[Privacy@vicchem.com\]](mailto:Privacy@vicchem.com)

## 3 Security

3.1 We endeavour to take all reasonable steps to protect the personal information you may transmit to us. In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us. When personal information is collected by VCC, VCC will take all reasonable steps to protect that information from misuse, loss or unauthorised access.

## 4 Links to other websites

4.1 Where personal information is obtained via the VCC website, this Privacy Statement applies solely to information collected via the VCC website. The VCC website may contain links to other sites. We make no representations or warranties as to the privacy practices of any site operated by a third party and are not responsible for the privacy policies of such sites.

**5 Privacy Statement and Requests for Access**

- 5.1 If we collect your personal information, you have the right to request access to your personal information.
- 5.2 If you believe that personal information we hold about you is incorrect, incomplete or inaccurate, then you may request an amendment of it. We will consider if the information requires amendment. If we do not agree that there are grounds for amendment, then we will add a note to the personal information stating that you disagree with it.
- 5.3 If you have any questions in relation to our information handling procedures, or you wish to lodge a request for access or amendment to the personal information we hold, please contact the Privacy Officer at the following address:

Telephone +613 9301 7000]  
E-mail Privacy@vicchem.com  
Address Privacy Officer  
Victorian Chemical Company  
83 Maffra Street  
Coolaroo VIC 3048

**6 Miscellaneous**

- 6.1 This statement represents our Privacy Statement as at 01/01/2012. We may change this Privacy Statement from time to time. Any amendment will be made on a prospective basis, i.e. all information received or retained before the time of any amendment will remain subject to the privacy policy applicable before the amendment.
- 6.2 Although we intend to observe this Privacy Statement at all times, it is not legally binding on VCC in any way. From time to time we may regard it as necessary or desirable to act outside the policy. VCC may do so, subject only to any statutory rights you may have under the *Privacy Act 1988* (Cth) or other applicable legislation.