



PRIVACY STATEMENT

PRIVACY

Sirius Risk Services values the relationship we have with our clients. We understand the concern you may have for your privacy and the security of information collected from you. We are therefore committed to protecting your privacy and the confidentiality of your personal information, ensuring that your personal data is handled sensitively and securely.

COLLECTING AND USING PERSONAL INFORMATION

Collection of your personal data allows Sirius Risk Services to make prompt contact with you where necessary, and to understand your insurance needs. Information obtained will also ensure the continuous improvement of our services.

Sirius Risk Services will not collect or solicit personal information which is unlawful, unnecessary or unrelated to its functions or activities.

If you do not wish to receive information about Sirius Risk Services and the products and services available, you may inform us at any time.

CURRENCY OF INFORMATION

Sirius Risk Services keeps your personal information up-to-date, based on information received from you. Where your personal information is inaccurate, incomplete or out-of-date, please contact us to have it corrected.

More information on Privacy Legislation is available from the Federal Privacy Commission at www.privacy.gov.au

Gold Coast Office:

Level 4, Cnr Clifford & Appel St.
PO Box 636
Surfers Paradise QLD 4217
Tel: 07 5579 1600
1300 651 528
Fax: 07 5579 1601

Sydney Office:

Level 2, 210 George St.
Sydney NSW 2000
Tel: 02 9258 4000
Fax: 02 9258 4050

Darwin Office:

1/70 Cavenagh St.
Darwin NT 0801
Tel: 08 8924 3450
1300 651 528
Fax: 08 8924 3424

Mildura Office:

Cnr Lime Ave & Tenth St.
PO Box 10069
Mildura Vic 3502
Tel: 03 5023 3044
Fax: 03 5023 3144

Wollongong Office:

Level 1 17 Flinders St.
Wollongong NSW 2500
PO Box 78
Woonona NSW 2517
Tel: 02 4225 3833
Fax: 02 4225 3844

Sirius Risk Services is committed to protecting the information it holds and uses about you. This statement outlines how we manage your personal information in accordance with the National Privacy Principles that are set out in the Privacy Act (Cth) 1988 (as amended).

COLLECTION OF PERSONAL INFORMATION

We will only collect information that is necessary for us to provide you with insurance products and services. This includes information necessary for us to provide you with insurance cover, negotiate insurance contracts and claims settlements. The types of personal information we collect and hold will depend on the product or service you request but may include:

- ❖ Name and address
- ❖ Age/Date of Birth
- ❖ Details of previous insurance history
- ❖ Details of your personal assets (eg house and contents, motor vehicle)
- ❖ Details of your spouse or partner
- ❖ Health information if applicable (eg for personal accident and illness insurance)

It is your responsibility to advise us of any changes to your personal details to ensure we can keep our records accurate and up to date. Wherever possible, we will collect information directly from you. If you choose not to provide us with the requested information, we may not be able to assist with your request. Where we collect information from a third party, we will advise you of this as soon as possible after the event. We will not track your internet activity when you visit our website and we will only collect your email address to respond to your enquiry if you choose to contact us via the internet.

HOW WE USE YOUR PERSONAL INFORMATION

We will use the information we collect to provide you with the insurance product or service you request. If we wish to use your personal information for other purposes, we will seek your consent.

We may share your personal information within our group and Associates, however the information will always be used in accordance with our policies as stated.

We may disclose your information to insurers, other parties as required by law, or to third party service providers such as insurance investigators and assessors.

PROTECTING AND MAINTAINING YOUR PERSONAL INFORMATION

We will take all reasonable steps to protect the information we hold about you from unauthorised access, use and disclosure. We will destroy your information when it is no longer needed.

We do not use any form of encryption (encoding software) to protect information you send from your computer to us over the internet. If you use our internet site, you should be aware of the risks associated with this.

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RECEIVING INFORMATION ABOUT VALUE-ADDED SERVICES BENEFITS & PRODUCTS

During the year, Sirius Risk Services may send you material about value-adding services, benefits and products offered by other companies, service providers and/or Associates of Sirius Risk Services, which it believes you might be interested in receiving as a valued client.

If you do not wish to receive this material, please tick here and return to our office within the next fourteen days Date

NAME SIGNATURE