



GOLF IMPORTS PTY LTD

ACN 120 260 773

PRIVACY POLICY

Privacy Policy

GOLF IMPORTS PTY LTD (“Golf Imports”) is committed to providing quality goods and services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (**APPs**) contained in the Privacy Act 1988 (Cth) (**the Privacy Act**). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.oaic.gov.au

What Is Personal Information and Why Do We Collect It?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, phone and facsimile numbers, bank account or credit card details, drivers licenses or photographic identification, dates of birth, gender, employment status, company/associated entities, financial information and information collected when providing goods or services on credit to you.

This Personal Information is obtained in many ways including in person, correspondence, by telephone and facsimile, by email, via our website, from your website, from media and publications, from other publicly available sources, from cookies and from third parties. We don't guarantee website links or the policy of any authorised third parties.

We collect your Personal Information for the primary purpose of providing our goods and services to you on credit, verifying and establishing a credit account and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure such as for the purpose of debt recovery or legal action where necessary. This includes the use of any Guarantors personal information. You may unsubscribe from any of our mailing or marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it. This may include retaining copies of documents.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Golf Imports will not collect any sensitive information about you except with your consent or only where it is reasonable necessary to collect such information, or where it is required by law. We will notify you as soon as practicable should we obtain or require sensitive information about you. Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party's if deemed necessary.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure;
- For Debt recovery in relation to credit accounts for goods and services; and
- Where required or authorised by law.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Access to Your Personal Information

You may access the Personal Information we hold about you to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

Golf Imports will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require photographic identification from you before releasing the requested information.

Maintaining the Quality of Your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up to date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records, your credit account and ensure we can continue to provide quality goods and services to you.

Policy Updates

This Policy may change from time to time and is available on our website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at: admin@golfimports.com.au