



PPK GROUP LIMITED

PRIVACY POLICY

DETAILS OF PPK GROUP LIMITED

PPK Group Limited

Street Address: 25-27 Waratah Street
KIRRAWEE NSW 2232

Postal Address: P O Box 3006
KIRRAWEE DC NSW 2232

Telephone: 61 2 9521 8444
Facsimile: 61 2 9521 4561

Email: info@ppkgroup.com.au

PRIVACY OFFICER CONTACT DETAILS:

Mr Robert Nicholls
Group Company Secretary
PPK Group Limited

Telephone: 61 2 9521 8444
Facsimile: 61 2 9521 4561

PPK GROUP LIMITED & RELATED COMPANIES

This privacy statement is made on behalf of PPK Group Limited and its subsidiary companies ("PPK")(ABN 65 003 964 181). All references to PPK, "we", "us" or "our" in this policy are references to PPK Group Limited and its subsidiaries.

PPK Statement of Commitment

PPK is committed to ensuring the privacy of your information.

PPK recognises that you, as a stakeholder, are concerned about your privacy and about the confidentiality and security of information that PPK may hold about you.

PPK is bound by the National Privacy Principles contained in the *Privacy Act 1988* (Cth). The *Privacy Act* and general law place strict requirements on us to treat any information that we hold about you as confidential. This privacy statement details how we handle and protect that information.

The principles set out in this PPK Privacy Disclosure Statement will apply to any personal information you provide to PPK and to information which we collect about you from other sources.

This Statement does not apply to acts and practices of a PPK entity which relates directly to the employee records of that PPK entity's current and former employees.





PPK PRIVACY POLICY

If you have any questions relating to this privacy statement please contact our Privacy Officer (contact details provided above).

COLLECTION

General

Generally, we collect your personal information directly from you. For example, when you telephone us, send us correspondence (including e-mails) or when you have contact with us in person.

The type of information we collect includes your name, mailing address, telephone number and e-mail address. In certain circumstances, we may also collect sensitive information about you, such as information about membership of a professional or trade association.

Information from Third Parties

There may be occasions when we need to source personal information about you from a third party. For example, we may collect personal information from a company for whom you work, other organisations with whom you have any dealings, a credit reporting agency, an information service provider or from a publicly maintained record.

PPK Web Site

We may also collect information about you from our web site but this information will only identify who you are if you provide us with your details (for example, if you email your contact details to us).

When you visit our web site, our web server may collect the following types of information for statistical purposes:

- your internet service provider's address;
- the number of users who visit the web site;
- the date and time of each visit;
- the pages accessed and the documents downloaded; and
- the type of browser used.

No attempt is made to identify individual users from this information.

The PPK web site contains links to the web sites of third parties. If you access those third party web sites they may collect information about you. PPK does not collect information about you from the third parties. You will need to contact them to ascertain their privacy standards.

Cookies

A cookie is a small text file placed on your computer hard drive by a web page server. Cookies may be accessed later by our web server. Cookies store information about your use of our web site. Cookies also allow us to provide you with more personalised service when using our web site.





PPK PRIVACY POLICY

PPK may use cookies to:

- determine whether you have previously used the PPK web site;
- identify the pages you have accessed; and
- facilitate administration of the site and for security purposes.

Most web browsers are set to accept cookies but you may configure your browser not to accept cookies. If you set your browser to reject cookies you may not be able to make full use of the PPK web site.

USE & DISCLOSURE OF INFORMATION

We will use and disclose personal information for the primary purpose for which it was collected. We may also use and disclose personal information for purposes related or ancillary to the main reasons we collect it.

We also use your information to provide and market our services and to enhance and develop our relationship with you. We may share your information with other members of PPK group.

Third party information

If you provide personal information to us about someone else you must ensure that you are entitled to disclose that information to us and ensure that a copy of this policy has been provided to the relevant person so that, without further enquiry by us, we may collect, use and disclose such information for the purposes described above.

Email address

If you provide us with your email address during a visit to our web site it will only be used for the purpose for which you provided it to us. It will not be added to a mailing list without your consent unless the mailing list is related to the purpose for which you provided your email address to us. We may use your email address, for example, to provide you with information about a particular service or respond to a message you have sent to us.

Disclosure to Third Parties

PPK may use third party service providers to maintain some of our data systems and provide auxiliary services.

We require any party that has access to personal information to conform to our privacy standards.

PPK may also disclose your personal information to government agencies and regulatory bodies where it is legally required to do so or as part of our statutory obligations.

Direct marketing

We do not disclose information about you to third parties for marketing purposes.





PPK PRIVACY POLICY

SECURITY AND RETENTION POLICIES

PPK is committed to ensuring the security of information that we hold about you. We take all reasonable steps to ensure that the information we hold about you is stored securely, whether in a physical or electronic form.

We have a variety of physical and electronic security measures to protect personal information from misuse, loss, unauthorised use, modification or disclosure.

We maintain physical security over our paper and electronic data stores and premises, such as locks and security systems. We also have user identifiers and passwords to control access to our computer system.

If you use the internet to communicate with us, you should be aware that there are inherent risks in transmitting information over the internet. PPK does not have control over information while in transit over the internet and we cannot guarantee its security.

Any personal information that we no longer require is destroyed. An exception to this may be where records are retained to comply with legal requirements.

ACCESS AND CORRECTION

You have a right to access most personal information we hold about you.

We may deny your request in some circumstances. If we do this we will tell you why.

We will not charge you a fee for your access request but may charge you the reasonable cost of processing your request.

We try to ensure that all information about you that we collect, use or disclose is accurate, complete and up-to-date whenever we collect or use it. If there is an error with our information or our information is incomplete, you can advise us and we will, if needed, correct or add information.

If you would like to request access to the information we hold about you, please contact our Privacy Officer (contact details provided above).

DISPUTES

If you have a complaint about our treatment of your privacy, please contact our Privacy Officer (contact details provided above). Our Privacy Officer will investigate your complaint and endeavour to resolve any issue to your satisfaction.





PPK PRIVACY POLICY

If we do not adequately answer your concerns, you have the right to make a complaint to the Privacy Commissioner. The Privacy Commissioner can be contacted by telephone on 1300 363 992.

A handwritten signature in black ink, appearing to read 'olin Ryan', written in a cursive style.

olin Ryan
Chairman

A handwritten signature in black ink, appearing to read 'David Hoff', written in a cursive style.

David Hoff
Managing Director

CURRENT VERSION A ■ DATE MODIFIED: 1 SEPTEMBER 2006

APPROVED BY: BOARD OF DIRECTORS