

EMQ PTY LTD PRIVACY POLICY

EMQ Pty Ltd (EMQ) has established this Online Privacy Policy so that you can understand the care with which we intend to treat your Company or Personal Information. This policy does not apply to the practices of companies that EMQ does not own or control, or to people that EMQ does not employ or manage.

Confidential Information EMQ is provided with or discerns during the provision of proposals or services to a client company is kept strictly confidential. Any material prepared on behalf of a client during the provision of services will remain confidential. Confidential Information will not be divulged to a third party without the express written consent of the client. All electronic and hard copies of such Information is kept securely on EMQ premises or offsite on secure servers. The use of Confidential Information by EMQ staff is regulated by Confidentiality Deeds which all EMQ personnel must enter into upon commencement of employment with EMQ.

In general, you can visit www.emq.com.au without telling us who you are or revealing any Personal Information about yourself. Personal Information means any information that may be used to identify an individual, including, but not limited to, a first and last name, a home or other physical address and an email address or other contact information, whether at work or at home. EMQ will only collect anonymous statistical information about the geographical location of visitors to the EMQ website. Users of EMQ's web applications will be asked to enter user names and passwords to gain access to the applications. Users may also be asked to provide Personal Information. These web applications are all hosted on secure websites. EMQ will not use any Personal Information for marketing or sales purposes. EMQ will only give access to individuals' Personal Information to the administrator(s) allocated by the individuals' employer for the purposes of administration of the web applications hosted by EMQ. EMQ will not supply Personal Information to other third parties for marketing or sales purposes. EMQ will not make any Personal Information public, except in the context of the Emergency Contact Directory, as described below.

EMQ will collect and store Personal Information to provide Emergency Contact Directory (ECD) maintenance services to client companies. In the provision of these maintenance services, EMQ will be given the names and Personal Information (contact details including but not limited to work phone and fax numbers, mobile phone numbers, emergency or pager numbers, home addresses, home phone numbers and email addresses) of individuals or companies by the client companies. EMQ stores this Information in a secure database accessible only by authorised and fully supervised staff. If your Personal Information appears in this database, EMQ may periodically contact you by telephone, email, mail or fax to verify and update the Personal Information we have. At this time we will inform you on whose behalf we are collecting or updating this Information. You have the right to refuse to provide or verify this Information. EMQ may also request to include your Personal Information in a different or new ECD on behalf of a client company. If this request is made, you will be informed of which client company has made the request. You have the right to refuse this request.

EMQ will not provide your contact details to any other 3rd party except for the client company or companies who requested your Personal Information is included on their ECD. EMQ will periodically provide these client companies with updated ECDs (in either electronic or hard formats), which may include your Personal Information. EMQ may also provide a distribution service for the client companies, which will involve sending copies of the ECD (either electronic or hard) to a list of individuals or companies provided by the client company. These individuals or companies may be internal to the client company, or may be a third party. In the provision of this distribution service, EMQ may outsource the printing of the ECD to a professional printing company. EMQ does not make any provision as to how the client company treats the information we maintain and provide to them, or to the appropriateness of the recipients of any distribution service we provide on the behalf of a client company.

If you wish to discuss the treatment of your Personal Information with the client company who has requested your Personal Information be included in their ECD, you may contact EMQ at anytime. We will provide you with the name and work contact details of the appropriate contact person within the client company organisation with whom you can discuss this matter.

You may also contact EMQ at any time to further discuss our general Privacy Policy.