

## **PRIVACY POLICY**

### **Who we are:**

Jamax Nominees Pty Ltd T/A BCC Consulting

### **Our Commitment**

The privacy of our clients, our staff and our business associates is very important to us. We are committed to protecting privacy. We support and are bound by the National Privacy Principles.

### **Collection and Use of Personal Information**

BCC Consulting may obtain personal information in a number of ways for the purposes of providing services to clients. Where BCC Consulting collects data for a specific business purpose it will not use that information other than for that purpose or for such related purposes as a reasonable person would expect the data to be used.

### **Data Security**

Access to personal information is restricted to authorised employees for BCC Consulting's business purposes and based on our employees need to know. BCC Consulting's premises are secured premises and our systems and databases are protected from unauthorised access.

### **Access to Information**

If an individual requires access to his or her personal information held by BCC Consulting, he or she should contact the staff at BCC Consulting. BCC Consulting will not provide information in the exceptional cases set out in the National Privacy Principles. If you believe information we hold about you is incorrect please let us know and we will investigate and either correct the information or record your objection to the information.

### **Complaints**

If you wish to make a complaint about BCC Consulting's privacy practices we request that you first contact our staff with the details of your complaint. BCC Consulting undertakes that your complaint will be investigated diligently and our response provided to you as soon as reasonably practicable.

However, you have the right to complain to the officer of the Privacy Commissioner either in the first instance or, if you feel BCC Consulting has not handled your complaint adequately. A complaint to the Commissioner must be made in writing, but you can contact them for help by ringing the Privacy Commissioner's hotline services on 1300 363 992. You may also obtain information about the complaint process from [www.privacy.gov.au](http://www.privacy.gov.au).

Completed complaint forms should be sent to:  
Director of Compliance  
Office of the Federal Privacy Commissioner  
GPO Box 5218 Sydney, NSW 1042

### **How to Contact Us**

For more information, please contact us by any of the following means:

Telephone: +61 8 9322 7341

Fax: +61 8 9321 0029

Email: [privacy@winforecast.com.au](mailto:privacy@winforecast.com.au)