



## Privacy Statement

Boji Solutions Pty Limited ('Boji') understands how important the privacy of your personal information is to you and is committed to protecting your privacy. Boji is bound by and complies with the provisions of the Privacy Act 1988 (Cth) and the National Privacy Principles contained in the Privacy Amendment (Private Sector) Act 2000 (Cth).

This privacy statement sets out Boji's personal information management practices. It covers personal information collected; use and disclosure of personal information; accessing and updating personal information; security of personal information; and contact details. Throughout this statement, we refer to 'personal information', which means information that identifies an individual or from which your identity can be reasonably ascertained. Your name and address are examples of personal information.

### Personal Information Collected

Boji will only collect Personal Information that is necessary for the operation of our business and our supply of services to you. We shall advise you at all times the purpose of our collection and ensure that your Personal Information is collected by lawful and fair means and with your express consent.

We will only collect sensitive information (as defined in the Privacy Act) with the individual's consent or otherwise in accordance with the law.

All information collected by Boji will be held in the strictest confidence.

### Use & Disclosure Of Personal Information

We will generally use and disclose an individual's personal information for purposes related to the main purpose for which the information was collected, or where the individual has consented to the use or disclosure. We may otherwise use or disclose personal information where required or authorised by law, which may include emergency situations and assisting law enforcement agencies.

Your e-mail address will only be used in accordance with the guidelines set out in the Spam Act 2003.

### Accessing & Updating Personal Information

Individuals seeking to access or correct any personal information Boji holds about them may contact us. We ask that such requests contain as much detail as possible about the particular personal information sought in order to help us retrieve it. An access fee may be charged to cover our costs of providing the personal information. In certain circumstances, we may not be required by law to provide access or to correct the personal information. If that is the case, we will provide our reasons for that decision.

### Security Of Personal Information

We take reasonable steps to protect all of the personal information we hold from misuse and loss and from unauthorised access, modification or disclosure. This protection applies in relation to information stored in both electronic and hard copy form.

### National Privacy Principles

You can obtain a copy of the National Privacy Principles at the Privacy Commissioner's website <http://www.privacy.gov.au>

### Contact Details

Please contact Boji: 0406 991 633 with questions or feedback about privacy.

31st January 2008