



## PRIVACY & CONFIDENTIAL POLICY

Document No:  
AE-POL-A-004\_4

The National Privacy Principles set out in the Privacy Act of 1988 have been amended to include Private Sector organisations. Organisations must now comply with the principles which provide guidelines for the collection, use, storage, security and disclosure of personal and sensitive information. Individuals have the right to know what information an organisation holds about them and to have the information that is incorrect amended.

Alltype Engineering is committed to protecting your privacy. We recognise that you have a right to control how your personal information is collected and used. We know that providing personal information is an act of trust and we take that seriously. To provide further comfort, Alltype Engineering is bound by the National Privacy Principles contained in the Privacy Act 1988.

Alltype Engineering will only collect personal information which is necessary for the purpose of conducting its business.

Any personal information you give us is used solely for the purpose given and will not be shared, sold, or given to any third parties, unless required or authorised under the exemptions set out in the Privacy Act.

Our aim is to ensure that your personal information is accurate, complete and up to date. We ask that you contact us if the information you have provided us changes and we will use all reasonable efforts to correct the data.

Alltype Engineering takes all reasonable steps to keep any personal information which we hold about you protected from loss, misuse or unauthorised access, modification or disclosure.

Any emails we receive from you will only be used for the purpose given and are subject to the conditions set out in this Privacy Policy, but please note, as email communication may not be secure (including sender or receiver), any personal information you send via email is done so at your own risk.

If you have any questions about this Privacy Policy, our privacy practices, or you wish to make a privacy complaint, please do not hesitate to contact us.

Signed: \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "Kelvin", written over a horizontal line.

Kelvin Andrijich  
Managing Director  
Alltype Engineering

Date: \_\_\_\_\_

02/08/2023