

TOTAL BUILDING SYSTEMS PTY LTD ("TBS") acts in accordance with the Australian Privacy Principles and the Privacy Act 1988.

This statement sets out what information TBS collects and how it is used, disclosed and stored. The statement also sets out how you can contact TBS and access any information TBS holds and which is relevant to you.

Collection of Personal Information

Personal information may be collected from Hire Agreements, Credit Applications, the information you provide to us and any external searches we conduct and from information we may obtain from Credit Reporting Agencies and the PPSR Register.

We generally ask that you supply us information such as your name or the names of directors of a company, residential or business addresses, email addresses and telephone and facsimile numbers.

In some circumstances we may require photocopies of documentation such as a driver's licence or passport in order to confirm the identity of an individual.

If you wish to pay by credit card we will ask for credit card details.

If you ask us for a credit account we will ask for your bank account details and trade references. We may also ask for details of your accountant.

In addition if a company is seeking credit names and addresses of all directors will be requested.

If you trade using a business name then we may seek information to satisfy ourselves as to who is the owner of the business name.

The personal information we seek is used for internal accounting and administration purposes and to minimise the risk of fraud. We also need the information to set up accounts.

As well as being able to communicate with you in respect of any enquiries we may use personal information for our personal marketing purposes. Your information will not be provided to any other person or entity for marketing purposes.

Your information will also be used if we need to commence debt recovery proceedings. In this case your information will be provided to our legal advisors, debt collection agencies and credit reference bodies.

In addition we will disclose information if required or authorised by law and after obtaining advice from our legal advisors.

Storage and Access to Personal Information

Your information may be stored in electronic form or manually and all reasonable care is taken to ensure that personal information is protected and not misused. If at any time you want access to the personal information that we have and which relates to you, you may contact us. If after receiving details of the information we hold you believe that the information is inaccurate or incomplete you can let us know and we will update our information.

You don't have to provide us with any information but this may restrict our ability to deal with you.

If you have any concerns or questions about how this Privacy Policy affects you please write to us and we can deal with your query.

If you want further information regarding your rights you may contact the Office of the Australian Information Commissioner or your legal advisor.