

Our Marketing Group Privacy Policy

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1 Introduction

1.1 Overview

Our Marketing Group is in the business of provide marketing & its related administrative services across various distribution channels and market segments. In providing these services, OMG receives customers' information to be able to provide the services to its clients.

1.2 Purpose of Document

Our Marketing Group Pty Ltd (OMG) is committed to providing quality services to its clients and their customers and this policy outlines OMG, its related entities and employee's ongoing obligations to our clients and its customers in respect of how we manage their Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au

1.3 Structure of the document

- The document is structured to enable OMG's employees to understand the privacy policy of OMG and their obligations.
 - a) Scope
 - b) Collection of personal information
 - c) Disclosure (sharing)
 - d) Rights and choices
 - e) How to make a complaint
 - f) Contact details

2 Scope

2.1 Applies to

This privacy policy applies to all OMG employees, contractors and sub-contractors where customer information is made available for the purpose of providing OMG's business offering. All of these personnel are bound by OMG's privacy policy.

3 Collection of personal information

3.1 What is personal information?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, phone and facsimile numbers.

3.2 What is Sensitive information?

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

3.3 How do we collect personal information?

This Personal Information is obtained in many ways including **by fax, email, phone, files transfers** and from third parties. We don't guarantee website links or policy of authorised third parties.

3.4 Why do we collect personal information?

OMG does not collect personal information from individuals (except under section 7). However, Personal Information is made available by OMG's client for the primary purpose of providing our services to the extent of services engaged by our client to provide the services.

Personal information will be used by OMG only:

- for the primary purpose for which it was obtained /disclosed (in this instance to provide marketing services to the extent OMG is engaged by its clients)
- with your consent; or where required or authorised by law.

4 Handling of Personal Information

4.1 Disclosure of Personal Information

Personal Information may be disclosed in a number of circumstances including the following:

- Third parties who are authorised to perform services engaged by OMG or its clients and bound by OMG's privacy policy; and (Must be approved by Management)
- Where required or authorised by law.

4.2 Security of Personal Information

Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

Employees accessing the Personal Information when no longer needed for the purpose, to which it was obtained, will take reasonable steps to destroy or permanently de-identify Personal Information according to OMG business data management policy. This information will be deleted within 6 months upon completion of the project / services provided.

Only authorised employees of OMG should access the Personal Information which will be made available in accordance with individual job roles and duties.

OMG continuously looks into security of personal information at both managerial and technical levels to protect against loss and the unauthorized access, destruction, use, or disclosure of the data. Managerial measures include internal organizational measures that limit access to data and ensure that those individuals with access do not utilize the data for unauthorized purposes. Technical security measures to prevent unauthorized access include encryption in the transmission and storage of data; limits on access through use of passwords; and the storage of data on secure servers or computers. OMG uses AES algorithm for data encryption at rest.

4.3 OMG Employee obligation towards security of Personal Information

All OMG employees exposed to Personal Information are required to take reasonable steps and care to avoid misuse and expose of Personal Information to anyone except for the purpose of providing the intended services as per OMG's client's request.

OMG employees are not authorised to transfer to any third party outside OMG network without the explicit consent and written approval of OMG Management.

OMG employee will not leave the personal information unattended or handled with neglect and due care is taken at all times.

5 Rights and choices

5.1 Access to Personal Information

All Personal Information held at OMG is not owned by OMG (Except section 7) and as such no individual person can access Personal Information. In case an individual person needs to amend or change their personal details, they must be advised to contact the owner of the information (which will be our respective client)

5.2 Maintaining the Quality of your Personal Information

OMG does not own any personal information and as such is not authorised to modify or amend without the explicit written consent of OMG's client (and not the individual person).

6 Exceptions

6.1 Ambit of this Privacy Policy

This privacy policy covers only the general marketing services provided by OMG and does not cover services where OMG is required to collect the individual information on behalf of the client.

7 How to make a complaint

7.1 Privacy Breach

Any privacy breach / issues raised by clients must be reported and documented by sending to privacy@ourmarketinggroup.com.au with the following minimum information & follow OMG's Data Breach Response process. You must use OMG domain email address to send the issue / complaint.

Subject Line: Privacy Issue <Client Name>

Date Reported:

Name of the person who raised the issue:

Job Name:

Job Number:

Brief description of Issue:

Possible cause:

Attached the original complaint / issue raised by the client.

7.2 Contact Details

If you have any queries or complaints about our Privacy Policy, please contact us at:

Privacy Officer

Our Marketing Group

PO Box 3244

NORTH PARRAMATTA NSW 1750

P: 02 8848 5500

F: 02 9890 9723

E: privacy@ourmarketinggroup.com.au

You can request a printed copy of our policy free of charge.

8 Glossary

8.1 Glossary Terms

Management – includes Directors

Client – OMG's direct client who engage with us to provide the services

Customers – OMG's clients who provide their services. Example – Company A is OMG's client and Company A to whom they provide services are customers. Customers are the individual personal information which OMG receive.