# **Privacy Policy**

S2N2 Pty Ltd (ACN 631 622 869) ("Wash Mart") respects the privacy of individuals and treats your Personal Information with respect and integrity. This privacy policy ("Privacy Policy") sets out the way in which Wash Mart collects and handles your Personal Information and complies with the Privacy Act 1988 (Cth).

# 1. Collection of Personal Information

By using Wash Mart website, by engaging Wash Mart, by providing Wash Mart with a quotation or by entering into an agreement with Wash Mart, you consent to the collection of your Personal Information in accordance with this Privacy Policy. Wash Mart may collect and hold the following personal information ("Personal Information"):

- Name
- Residential and/or business address
- Phone number
- Email address

# 2. Use of Personal Information

Wash Mart uses the Personal Information for the purpose for which it was specified or reasonably apparent at the time when the Personal Information was collected. The Personal Information may be used in respect to the following:

- Providing order confirmations;
- Processing of orders;
- Communicating promotional offers
- Responding to feedback, complaints and enquiries;

# 3. Disclosure of Personal Information

Where appropriate and required, Wash Mart may disclose your Personal Information:

- to other associated Wash Mart entities;
- to Wash Mart's suppliers, agents or contractors in connection with or for the purpose of Wash Marts' business;
- to any debt collection organisation;
- where the law requires or authorises Wash Mart to do so; and
- to any other third party notified by you at the time of or after collecting your Personal Information.

### 4. Access to and Protection of Personal Information

Wash Mart will take reasonable steps to ensure that your Personal Information is accurate, up to date and complete. However, Wash Mart relies on you advising of any changes or inaccuracies of your Personal Information. Please advise us if you are of the view that any of your Personal Information requires updating or correcting. Wash Mart will take reasonable steps to protect your Personal Information from misuse, interference, loss, unauthorised access, modification or disclosure (other than set out in the Privacy Policy).No data transmission over the internet can be guaranteed to be 100% secure. As a result, while Wash Mart strives to protect your Personal Information, Wash Mart cannot ensure or warrant the security of any information you transmit to Wash Mart over the internet, and you do so at your own risk. Once Wash Mart receives your transmission, Wash Mart makes its best effort to try and ensure the information and Personal Information security both on Wash Mart's systems and while in transit between Wash Mart's systems and the companies who provide Wash Mart with the various systems.

### 5. Complaints Procedure

If you wish to make a complaint about a breach of the Privacy Policy or the Privacy Act 1988 (Cth) by Wash Mart, please lodge a complaint to <u>info@washmart.com.au</u>. The Co-ordinator will investigate your complaint and determine how it can be resolved. Should you not be satisfied with the way your complaint was handled or determined, you may contact Wash Mart or, alternatively, contact the Australian Information Commissioner via www.oaic.gov.au.