


| | | | |
|---|---|-----------------------|---------------------------|
|  | Policy Manual P2 People HRMS | Issue Date: | May 2018 |
| | | Issue Status: | Issue |
| | | Authorised By: | Peter O'Brien, CEO |
| Section F – Employment Standards | | | |

F.5 (b) Collection Statement for Website Users/Prospective Users of OMC International’s Products and Services

| | |
|--------------------------|---|
| Related Policies | <ul style="list-style-type: none"> ▪ Code of Conduct ▪ Privacy Policy ▪ Social Media |
| Related Documents | <ul style="list-style-type: none"> ▪ Australian Privacy Principles |
| Attachments | <ul style="list-style-type: none"> ▪ Nil |

1. We need to collect personal information about you to assist us to conduct our business functions, to market and sell our products and services, and to: (i) comply with relevant State and Federal law and government regulations and any applicable privacy laws that we are subject to; (ii) assist us in providing you with information and support for our products or services; (iii) to manage and administer any account you may have with us; (iv) to communicate with you and provide you with information, products or services you have requested; (v) to promote and market our products and services, or the products and services our third party alliance partners to you; (vi) to allow us to provide advertising material to you regarding us, our customers and other third party alliance partners; (vii) to allow you to use OMC International's various products or services to assist you in conducting your business; (viii) to personalise and customise your experiences on our Website; and (ix) to share your personal information with our related entities, business partners and selected third parties

2. By providing your personal information to us, you: (1) agree that it will be used and disclosed by OMC International in accordance with the terms of our Privacy Policy, as updated or amended from time to time, which can be accessed at [\(Privacy Policy\)](#) ; (2) acknowledge having accessed and read our Privacy Policy. If you do not agree, you must not provide your personal information, and you may not be able to: (i) receive information and support for our products or services; (ii) establish an account with us, or use our products or services; (iii) receive information from us regarding products or services you have requested from us; (iv) receive promotional, advertising or marketing material about our products and services, or those of our third party alliance partners; or (v) have a personalised and customised experience on our Website.

3. We may disclose your personal information to: (i) third parties, in connection with the purposes described above in paragraph 1; (ii) our third party alliance partners, who may provide products similar or complementary to the products or services we provide; (iii) government regulatory agencies and associated organisations (iv) third parties who provide products and services to us or through us in the ordinary operation, administration or promotion of our business (such as our internet and cloud service providers) and otherwise in accordance with our Privacy Policy. From time to time, these third parties may be located (and therefore your personal information may be disclosed) overseas.

4. We may also use and disclose your personal information for direct marketing purposes, unless you opt out (which you can do at any time in accordance with our Privacy Policy or by writing to <mailto:privacy@omcinternational.com>). The OMC International Privacy Policy contains

information about how you may access and seek correction of your personal information, how you may complain about a breach of your privacy, and how we will deal with that complaint.

Where to go for more information

Australian Privacy Principles 2014 - www.oaic.gov.au

Legislation

Privacy Act 1988 (Cth) - www.comlaw.com.au

Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth) – www.comlaw.gov.au

Victoria

Information Privacy Act 2000 (VIC) – www.legislation.vic.gov.au

Western Australia

Privacy Act 1988 (WA) – www.slp.wa.gov.au

| OMC International ONLY: | |
|-------------------------|--|
| Document: | Privacy Policy |
| Last Date Issued: | May 2018 |
| Next Review Date: | May 2019 |
| Issue Number: | |
| Developed by: | Shave Human Resources |
| Authorised by: | Peter O'Brien, Chief Executive Officer |

| RECORD OF REVISIONS: | | | | |
|----------------------|--------------|---------------------|-------|--|
| Revision | Date | Section | Page | Details |
| Issue 1 | October 2013 | All | All | Original |
| Issue 2 | May 2014 | 1 & legislation | 1 & 3 | Updated with legislative changes as per Executive Summary May 2014 |
| Issue 3 | May 2015 | Administrative only | | Refer Executive Summary 1 May 2015 |
| Issue 4 | May 2016 | Administrative only | | Refer Executive Summary 1 May 2016 |
| | | | | |
| | | | | |