Privacy Policy

SMYJ Pty Ltd (and its Related Entities and Related Bodies Corporate, as defined under the *Corporations Act 2001* (Cth)) (**SMYJ**) is committed to protecting the privacy of Personal Information obtained through its operations as a supplier of packaging products. SMYJ is bound by the *Privacy Act 1988* (Cth) (**Privacy Act**), including the Australian Privacy Principles, and any relevant privacy code registered under the Privacy Act. This policy governs the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

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

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information collected and held by us include, but are not limited to, the following:

- Employment related personal information, including personal information contained in personnel files, resumes, job applications, performance reviews and contact details; and
- Customer, supplier and business related personal information including names, addresses, telephone numbers, facsimile numbers, mobile telephone numbers, email addresses and credit information.

This Personal Information is obtained in many ways including interviews, correspondence, by telephone, by email, via our website https://jmpretail.com.au/, from your website, from media and publications, from other publicly available sources, from cookies and from third parties. We do not guarantee website links or policy of authorised third parties.

The reasons we may collect, hold, use and disclose your Personal Information include:

- To provide our products and services to you or to our customer in accordance with the terms of any engagement letter, supply agreement or employment agreement including any related reasons;
- To provide, improve and properly manage our products and services, including:
    - developing new products,
    - responding to requests or queries,
    - verifying your identity,
    - to conduct surveys, and
    - seeking your feedback.
- For internal administrative purposes;

- For governance and compliance purposes;
- For business purposes such as part of an actual (or proposed) acquisition, disposition, merger or de-merger of a business (including SMYJ's business) or entering into an alliance, joint venture or referral arrangement; and
- For secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

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.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained;
- For a secondary purpose that is directly related to the primary purpose; and
- With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

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

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

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

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in our files which will be kept by us for a minimum of 7 years.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

SMYJ will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Policy Updates

This Policy may change from time to time and is available on our website.

Privacy Policy Complaints and Enquiries

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

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