

How Is Personal Information Used By SCT?

We will use the personal information we collect from you to provide you with the services that you have requested or otherwise to enable us to carry out our business as a Transport and Logistics provider. This includes:

- supplying our products and services to you;
- responding to your queries;
- marketing including email marketing, promotional and educative activities;
- enforcing the terms and conditions of our engagement with you;
- ensuring compliance with our statutory obligations;
- conducting credit checks; and
- providing quality assurance for our services and monitoring the performance of our business.

When we collect personal information about you, we will not use that information for any purpose other than the primary purpose for which it is collected, except as otherwise set out in this Privacy Policy or as permitted or required by the Privacy Act.

How Is Personal Information Disclosed By SCT?

We may disclose your personal information in the following ways:

- To credit reporting bodies (CRBs) for the purposes of assessing applications for commercial credit from us
- other disclosures incidental to our carrying out our business as a Transport and Logistics provider
- If SCT sells all or part of its business operations to another party, our client database may form part of the sale such that personal information is disclosed to the new owner of the business.

SCT will not otherwise use or disclose any information about you without your consent, except as otherwise required or permitted under the Privacy Act.

We do not disclose personal information to any recipients located outside Australia except as required or permitted under the Privacy Act.

Does SCT Use Personal Information For Direct Marketing Communications?

We may contact you using the contact details which you provide to us in order to provide you with direct marketing communications about our services and business.

We will comply with our obligations under *Spam Act 2003* (Cth) and the *Do Not Call Register Act 2006* (Cth) in relation to such direct marketing communications.

You may opt out of receiving direct marketing communications from us at any time by contacting us using the details set out below.

How Does SCT Store Personal Information?

We will take all reasonable steps to protect personal information from misuse, interference, and loss, and from unauthorised access, modification or disclosure.

We store personal information we collect on secure servers and/or in hardcopy records stored in secure access facilities. We require our employees and contractors to protect the confidentiality of the personal information we hold.

Where we no longer require your personal information we will take reasonable steps to destroy it.

How Can I Access, Change Or Delete SCT's Records Of My Personal Information?

You may request access to our records of your personal information by contacting us using the details set out below. We will generally make your information available to you within 14 days of receiving your request. However, we may require you to pay a reasonable charge for access. We also reserve the right to refuse you access to your information in certain circumstances permitted by the Privacy Act.

SCT will use its best endeavours to ensure that the personal information it holds is accurate, complete and up-to-date.

If you wish to update your personal information, please contact SCT using the details set out below to request an amendment to your record. Where it is established that personal information we hold about you is not accurate or up-to-date, we will take all steps necessary to amend it.

Changes To The SCT Policy

We reserve the right to change this Privacy Policy at any time. We will notify you of the changes by publishing an updated version of the policy on our Website.

How Can I Make A Query Or Complaint About Privacy?

If you have any enquiries about this Privacy Policy or wish to make a complaint about a matter relating to privacy, please contact us using the details set out below.

To contact SCT about this Privacy Policy, you may:

- write to us at:

Privacy Officer
SCT Logistics
PO Box 373
LAVERTON VIC 3028

Telephone: 03 9931 5333

Email: information@sctlogistics.com.au

SCT takes complaints seriously, and upon receipt will examine the complaint and instigate internal procedures to ensure compliance with the Privacy Act.