

## **Morphos Privacy Policy**

Morphos Group Pty Limited trading as Morphos complies with the Privacy Act 1988 (Cth) as amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth) and has adopted a set of principles in its policy which is consistent with the Australian Privacy Principles (APPs).

This privacy statement applies to this website which is owned and operated by Morphos.

Any information about you is collected by Morphos by lawful and fair means and will only be used for the purposes of this agreement.

By providing your personal and business information, you grant Morphos permission to collect your information and use it as required by Morphos. Information may also be collected from you for the purposes of providing you with our services now, or in the future.

Any personal information received by Morphos provided by you (or not provided by you) will be treated in accordance with the APP.

Your personal information is dealt with by Morphos in accordance with this privacy policy.

### **What is Personal Information?**

Personal information is any information about you that identifies you, or information by which your identity can be reasonably determined, as well as information recording Morphos's dealings with you.

### **Collecting personal information**

The purpose of personal information that we collect from you will depend on how you interact with Morphos's website. This section will explain, in the broad sense, just how personal information may be collected via our website, and how this information contributes to the development of Morphos's website.

### **Online Forms**

When submitting information on some of our sites for the purposes of an enquiry, we will collect details such as your name, email address and some details of your business or property requirements and needs.

Generally, you may be asked to provide information that may identify personal information or details relating to your business when you:

- Send us your comments or suggestions;
- Create a link to Morphos's site;
- Use our online calculator;
- Submit an enquiry.

## **Use of Personal and Company Information**

In providing your information you consent to us collecting, storing and using your information in the manner set out above.

The information we gather from your use of our website enables us to provide better services which are tailored to your needs.

We use information that you submit via an online form from our website in any of the following ways:

- To make changes to your profile at your request
- To register information at your request
- To respond to your submission or enquiry.

We will only record your email address and any other details provided, when you use our online calculator or if you send us a message. It will only be used for the purpose outlined above. Your personal identifiable information will not be used for any other purpose and we will not disclose it to any third party without your consent.

The information is contained and access is restricted to Morphos's authorised personnel only. However, where it is necessary for law enforcement purposes or where we believe there is threat to a person's safety or health, we may need to disclose your personal information to third parties as required by law.

Morphos acknowledges that you may click through to third party sites from our website and recommends that you refer to the privacy statements of the sites you visit. Morphos assumes no responsibility for information and content of third party sites.

## **Dealing with us anonymously**

You have the option of not identifying yourself unless by law you are required to do so, or it is impracticable not to.

## **Information is up-to-date**

It is important that the personal or company information we collect from you is accurate, complete and up-to-date. You can contact us at any time to access or update your personal information or to tell us that the information we hold about you is inaccurate or incomplete.

## **Personal Information Security**

Any information collected by Morphos is held with the strictest confidence. Morphos takes all reasonable precautions to safeguard your personal information from loss, misuse, unauthorised access, modification or disclosure and information is securely stored and access is restricted to authorised Morphos personnel only.

You may request details of your personal information held by Morphos or request that Morphos remove any of your personal information it holds by sending a request to our privacy officer.

### **Information and Complaints**

If you require more information, or have any complaints regarding how Morphos may have collected or used your personal information, you may contact Morphos in any of the following ways:

Mail:                      The Privacy Officer  
                                 Morphos  
                                 Level 5, 40 King Street  
                                 SYDNEY NSW 2000

Phone:                    (02) 8299 7000