



## Privacy Policy

Chris Albertini Automotive is bound by the National Privacy Principles under the Privacy Act 1988. A copy of the National Privacy Principles is available from the Office of the Federal Privacy Commissioner. The type of personal information that this business holds is:

Customers' names and addresses, telephone numbers, vehicle make and model, registration number of vehicle, registered owner of vehicle, vehicle service history, alternative contact details (eg mother's name, address and phone number), special security codes for some vehicles, registration details, compulsory third party insurance details including drivers' age, terms of payment details, some bank account information, and payment histories.

The main reason we collect the above information from our customers is to complete job cards, generate Invoices, to contact customers by telephone during a repair job, maintain vehicle service histories on computer, maintain current address details for account statements, complete Registration Inspections, complete Compulsory Third Party Greenslips (QBE Insurance), access vehicles with security codes, make payment to and from customers and maintain details of payment record of a customer.

Occasionally, this business contracts our services to a third party, which carries out work that cannot be performed at our premises. The type of personal information given to these subcontractors is: vehicle details and the customer's name, and perhaps the name of the registered owner of the vehicle. This information is only given where it is reasonable to expect a subcontractor would need to know in order to complete the job for the primary purpose that was intended.

All information is held on our computer database which is password-protected and there is no unauthorised use or access. We also maintain a hard copy of all Invoices generated by this business and these copies are filed and stored securely. Any other papers containing confidential or personal information about customers is destroyed.

Job Applicants' information includes letters of application, Resumes, employment histories, qualifications and referee contact details. This information is used to cull and short-list job applicants and all material is stored securely on file for future reference. There is no unauthorised access and the information is not passed to a third party.

Chris Albertini Automotive uses the services of a third-party secure host for our online credit card transactions. The information you supply via the online form is transmitted to a secure server. Whilst all care is taken with your credit card information, Chris Albertini Automotive does not accept any responsibility for any loss or liability incurred with your credit card information.

If you would like further information about the way this business manages personal information held by us, then you may speak to the Administration Manager by telephoning (02) 66223300 during business hours.