



GULLEWA LIMITED

This Privacy Policy is Gullewa Limited's (**Gullewa**) official online privacy policy and it applies to all personal information collected by Gullewa. In this policy we explain how and why we collect your personal information, how we use it, and what controls you have over our use of it.

Gullewa is committed to complying with Commonwealth legislation governing privacy of personal information by businesses and to protecting and safeguarding your privacy when you deal with us.

Collection of information

Some information provided to us by shareholders, suppliers, clients, contractors and other third parties might be considered private or personal. Without these details we would not be able to carry on our business and provide our services to you. We will only collect such personal information if it is necessary for one of our functions or activities.

In particular, personal information is collected from people in the following situations by Gullewa:

- If you contact Gullewa, we may keep a record of that correspondence.
- If you submit your e-mail address via our website.
- If you provide your e-mail address to us for shareholder updates.

At or before the time the personal information is collected by us we will take reasonable steps to ensure that you are made aware of who we are, the fact that you are able to gain access to the information held about you, the purpose of the collection, the type(s) of organisations to which we may disclose the information collected about you (if at all), any laws requiring the collection of the information and the main consequences for you if all or part of the information is not collected.

Use of information collected and disclosure of personal information to others

We may use or disclose personal information held about an individual for the primary purpose for which it is collected (e.g. provision of our services, including administration of our services, notification to you about changes to our services, record-keeping following termination of our services to you and technical maintenance). We may also use such information for a purpose related to the primary purpose of collection and where it would reasonably be expected by you that we would use the information in such a way. This information is only disclosed to persons outside our business in the circumstances set out in this policy or as otherwise notified to you at the time of collection of the information.

In addition we are permitted to use or disclose personal information held about you:

- Where you have consented to the use or disclosure.
- Where we reasonably believe that the use or disclosure is necessary to lessen or prevent a serious, immediate threat to someone's health or safety or the public's health or safety.
- Where we reasonably suspect that unlawful activity has been, is being or may be engaged in and the use or disclosure is a necessary part of our investigation or in reporting the matter to the relevant authorities.
- Where such use or disclosure is required under or authorised by law (for example, to comply with a subpoena, a warrant or other order of a court or legal process).
- Where we reasonably believe that the use or disclosure is reasonably necessary for prevention, investigation, prosecution and punishment of crimes or wrongdoings or the preparation for, conduct of, proceedings before any court or tribunal or the implementation of the orders of a court or tribunal by or on behalf of an enforcement body.

Links

Our web site may contain links to other web sites and those third party web sites may collect personal information about you. We are not responsible for the privacy practices of other businesses or the content of web sites that are linked to our web site. Gullewa encourages users to be aware when they leave the site and to read the privacy statements of each and every web site that collects personally identifiable information.

Security and storage

Gullewa takes all reasonable security measures to protect personal information from loss, unauthorised access, destruction, misuse, modification or disclosure.

No data transmission over the Internet can be guaranteed to be 100 per cent secure. As a result, while we strive to protect user's personal information, Gullewa cannot ensure or warrant the security of any information transmitted to it or from its online products or services, and users do so at their own risk. Once Gullewa receives your transmission, it makes every effort to ensure its security on its systems. As far as permissible under law, Gullewa accepts no responsibility for the unauthorised use of any personal information held by Gullewa.

Access to and correction of personal information

Gullewa is committed to maintaining accurate, timely, relevant and appropriate information about our shareholders and web-site users. So long as your request for your personal information is in accordance with the National Privacy Principles, then we will give you access to that information. Inaccurate information will be corrected upon receiving advice to this effect from you. To ensure confidentiality, details of your personal information will be passed on to you only if we are satisfied that the information relates to you. If we refuse to provide you with access or correct the personal information held about you by us, then we will provide reasons for such refusal.

Cookies

Gullewa collects information from the site using "IP addresses".

When you visit the Gullewa site to read, browse or download information, our system will record/log your IP address (the address which identifies your computer on the internet and which is automatically recognised by our web server), date and time of your visit to our site, the pages viewed and any information downloaded. This information will only be used for the purpose of site analysis and to help us offer you improved online service. We may automatically collect non-personal information about you such as the type of Internet browsers you use or the site from which you linked to our Web Sites. You cannot be identified from this information and it is only used to assist us in providing an effective service on our web sites.

Changes to Privacy Policy

If Gullewa decides to change its Privacy Policy, it will post changes on this Privacy Policy page so that users are always aware of what information is collected, how it is used and the way in which information may be disclosed. As a result, please remember to refer back to this Privacy Policy regularly to review any amendments.

Contacting us

Should you wish to read more information on privacy legislation or the National Privacy Principles we recommend that you visit the Federal Privacy Commissioner's website at www.privacy.gov.au.

Acceptance

You accept that your use of this site includes your acceptance of this Privacy Policy.