



# Amalgamation

## Privacy Policy

<b>Document no:</b>	ISMS-POL-010
<b>Version:</b>	1.1
<b>Date of version:</b>	25/10/2024
<b>Document Owner:</b>	CFO
<b>Approved by:</b>	CFO
<b>Confidentiality level:</b>	Public

## Change History

Date	Version	Created by	Description of change
26/06/2024	0.1	Mark Saint	Initial Draft
01/07/2024	1.0	Mark Saint	Approved
25/10/2024	1.1	Stephen Sciberras	Addition of Protection of Personally Identifiable Information (PII)

## Table of contents

1.	Purpose .....	4
2.	Privacy Policy .....	4
3.	Your Information .....	4
4.	Security .....	5
5.	Disclaimer .....	5
6.	Copyright .....	5
7.	Protection of Personally Identifiable Information (PII) .....	5
8.	Validity and Document Management .....	7

## 1. Purpose

Amalgamation Pty Ltd (AMN) respects the privacy of our online visitors and consider the responsible use of personal information to be of vital importance. We will not knowingly share any personal data with any Third Party other than our service providers. AMN is committed to ensuring that to the best of our ability we meet all the requirements of the National Privacy Principles and the Privacy Act.

The purpose of this policy is to:

- Communicate our approach to protecting privacy and personal information of website visitors
- Provide policy text for our AMN website (privacy, disclaimer and copyright)

## 2. Privacy Policy

- To ensure our Privacy Policy remains current, AMN periodically reviews its Privacy Policy and reserves the right, at its discretion, to modify or remove portions of this policy at any time. We may use in a general sense, personal information collected from you to create marketing insight, to identify demand & to improve our services – without any reference to your name. Personal information such as name, address and email will only be collected when knowingly and voluntarily submitted.
- We use cookies on our website. Those cookies are not strictly necessary for the provision of our website and services, we will ask you to consent to our use of cookies when you first visit our website. We will not sell or otherwise share personally identifying information with other people except for those purposes as described above or unless required by law. However, there are times when information will be collected, such as when you use our contact form, for billing purposes, appraisals or in connection with community postings such as message boards or feedback to us or to receive information from us.

## 3. Your Information

AMN does not sell or rent personal information regarding our clients and their customers to any third party.

The provision of your personal and or organisational information regarding yourself and including any information on your clients and or customers will only be used for the purpose of providing to you and administering our products and services.

AMN may use your personal information collected from you for the purpose of providing you with electronic newsletters. However, should you wish to remove your details from our mailing list – simply click ‘unsubscribe’ at the bottom of our email & your request will be activated as soon as possible. No attempt will be made to identify users or their browsing activities except in the unlikely event of an investigation, where a law enforcement agency may exercise a warrant to inspect server logs. The statistics and log files may be preserved indefinitely and used at any time and in any way necessary to prevent security breaches and to ensure the integrity of the information supplied by AMN.

In general, on AMN websites, IP addresses (a number that is unique to the computer through which you are connected to the internet) are logged to track a user’s session while the user remains anonymous. We may analyse this data for certain trends and statistics, such as which parts of our site users are visiting and how long they spend there. In general, we do not link your IP addresses to anything personally identifiable to you. In those limited cases where session information is not anonymous, AMN will provide notice of the practice and an opportunity to ‘opt out.’ When AMN receives information about your session or about you, we may also use it for research or to improve our site and the services we offer you.

## 4. Security

- AMN strives to ensure the security, integrity and privacy of personal information submitted to our sites, and periodically updates its security measures in light of current technologies.
- You need to be aware of inherent risks associated with the transmission of information via the Internet. AMN cannot guarantee or warrant the security of any personal information you submit to our sites.

## 5. Disclaimer

The information and opinions expressed on this website has been compiled by a variety of sources and does not necessarily reflect the views of AMN and its staff.

While we endeavour to keep all information and content up to date, we make no guarantees or warranties of any kind about the reliability & availability of any information, product, service, link, or related graphics contained on this website or promotions. Viewing of this website is the sole responsibility of the consumer – it shall be your own responsibility to ensure that any product, service or information available through this website meets your requirements. You acknowledge that such information on this site may contain inaccuracies and AMN excludes any liability of these errors to the fullest extent permitted by law.

Your use of any information on our website is entirely at your own risk, for which AMN shall not be liable. By viewing our website, you agree and accept that AMN is not legally or financially responsible for any loss or damage you might suffer in relation to your use of our website. This includes any errors or omissions made in our documentation, any goods or services we may advertise or from any use of our website. All articles and links are for informational purposes only.

AMN accepts no responsibility of any information provided on our website from a third party and is not to be seen as an endorsement of opinion. AMN is merely suggesting an interest piece and should not be taken as advice. Any comments posted that are deemed inappropriate will be removed by AMN without notice.

## 6. Copyright

The AMN website and its content are copyright of Amalgamation Pty Ltd. You are not permitted to reproduce the documents, copy or materials on this website for commercial purposes. The material, logos and images created by AMN on this website must not be reproduced without prior written consent by our team. You may print, download and link contents of the site for personal use, but any commercial reproduction or distribution must be done with our prior written consent. Please contact AMN.

## 7. Protection of Personally Identifiable Information (PII)

Personally Identifiable Information (PII) includes any information that can identify you, such as your name, contact details, date of birth, and other identifiable information. We classify all PII as Confidential and handle it in accordance with Australian Privacy Principles (APPs).

We collect only the PII necessary to provide services, improve customer experiences, or comply with legal obligations. PII will be used solely for its intended purpose, such as providing services, communication, or fulfilling legal requirements, consistent with transparency obligations.



In line with our obligations, we take reasonable measures to protect PII, including secure servers, encryption, and restricted access. Access to PII is limited to authorised personnel to prevent unauthorized access, modification, or disclosure.

Your PII will not be shared with third parties unless required by law, with your consent, or under agreements ensuring data protection standards. Any third-party disclosures are documented, ensuring compliance with cross-border privacy obligations if data leaves Australia.

PII is retained only as long as needed to fulfill its purpose or as legally required. Once no longer required, PII is securely destroyed or de-identified in accordance with data retention and deletion requirements.

You have the right to request access to and correction of your PII. Should any data breach occur, we will act promptly and notify affected individuals as required.

## 8. Validity and Document Management

This document is valid as of 25/10/2024.

The owner of this document is the CFO, who should review and, if necessary, update the document at least once a year. Changes in document ownership must be declared in the changelog.

Signer	Role	Signature
Steve Brackenbury	CFO	STEVE BRACKENBURY