

INVESTIGATION MANAGEMENT AUSTRALIA PRIVACY POLICY



Investigation Management Australia Privacy Policy

Investigation Management Australia Pty Ltd (“IMA”) is committed to protecting the privacy of personal information obtained from its clients and collected from other persons as part of its normal business operations. IMA is also committed to complying with the Australian Privacy Principles contained in the Privacy Act, 1988 (Commonwealth).

1. IMA recognises that an effective privacy framework is necessary to support this aim and strategies and processes will be implemented to:

- Deploy this corporate policy on privacy to all staff.
- Take appropriate measures to protect privacy.
- Appropriately investigate all privacy-related requests.

2. IMA collects various personal information from its contractors, consultants and clients for the purposes of employment and operating its business in accordance with its Shareholders Deed and Constitution. This includes client databases containing personal information which are maintained and supported by IMA. This information can include name, address, phone number, date of birth and other relevant particulars for identification purposes. It can also include bank account and credit related information for billing and other related purposes.

3. On occasions, IMA may provide personal information to contractors and consultants to enable them to provide services to clients or perform other work on its behalf. In such cases, contractors and consultants are also required to comply with the Australian Privacy Principles.

4. Complaints about IMA’s collection, handling or use of personal information and other privacy related matters can be made by e-mail, telephone, fax or normal mail and directed to the IMA’s Commercial Services Manager. In addition, requests for access to personal information can be made by the same methods to the Commercial Services Manager to ensure appropriate action is taken.

5. Further information on what sort of personal information IMA holds, how it manages that information and privacy matters is available on written request to IMA.

6. The IMA Commercial Services Manager will be responsible for the distribution and maintenance of this policy.