



## Privacy Policy

Selkirk Brick recognises the importance of protecting personal information supplied by our customers, employees and partners. Personal information collected by Selkirk Brick will be used solely for the primary purpose for which it was collected and will only be disclosed to authorised parties.

### **Collection of Personal Information**

Personal information is any information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can be reasonably ascertained, from the information or opinion. Personal information includes sensitive information as defined in privacy legislation. Personal information will be collected by Selkirk Brick for its own use in relation to our dealings with customers, employees, suppliers, including contractors, and other parties. Subject to the exceptions set out in privacy law, sensitive information will not be collected without an individual's consent.

### **How Personal Information is Handled**

Selkirk Brick will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure. All paper based files will be held in locked storage locations in a secure environment. All electronic files are stored securely within our information management system. Access to personal information is authorised only to those positions required to handle this information.

### **Individual Access to Personal Information**

Individuals have the right to access and correct their personal information which is inaccurate, incomplete or out of date, subject to some exceptions which are set out in the Australian Privacy Principles.

### **Queries**

Any queries regarding this policy can be forwarded to [customerservice@selkirk.com.au](mailto:customerservice@selkirk.com.au)