Privacy Policy

Our Commitment

Mintrex Pty Ltd (**Mintrex**) is committed to supporting and complying with the Privacy Act 1988 (C'th) (**Privacy Act**) and the Australian Privacy Principles (**APPs**) which set clear standards for the collection, access and storage of personal information we obtain as part of our business operations.

Scope

Mintrex collects personal information in the course of its business. The personal information we collect includes information:

- from applicants for employment or contracts with us, such as personal contact details, copies of passports and drivers licences, references, tax file numbers and account details;
- from suppliers such as addresses, account details and credit limits;
- from customers, such as account details, credit limits and drawings;
- about third parties, which may include their name, address and account details; and
- from users of our website through data files known as "cookies" which track pages of our website visited.

Mintrex will generally collect personal information directly from you. Mintrex may also collect information from third parties as required.

You have no obligation to provide us with any information we request. However, if you choose to withhold requested information, we may not be able to provide you with our services, particularly if the collection of that information is required by law.

Use and Disclosure of Information

We respect your privacy.

We may use personal information received about you as an applicant for employment to determine your suitability for such role and generally for our business operations.

We may also disclose personal information about you to other parties in the course of business:

- to our service providers such as customers, suppliers, auditors and professional advisors; and
- to our information technology service providers.

It is unlikely that Mintrex will disclose personal information to overseas recipients.

Storage and Security

We may collect, disclose and store information received from you in electronic or hard copy form. Mintrex will use all reasonable endeavours to ensure that:

- it does so securely;
- access to personal information is limited to Mintrex staff or third parties who reasonably require it; and

- when the information is no longer required, we will take reasonable steps to destroy it or de-identify it to make it anonymous.

Marketing Information

Unless you advise us in writing that you do not want us to do so, Mintrex may use your personal information for the purpose of providing you with important changes to the functionality or content of our web site, or information on new services to be offered by Mintrex or our business partners.

Accessing and Changing your Personal Information

You may request access to personal information we hold about you. Access will be provided within a reasonable time. Of course, before we provide you with access to your personal information we will require some proof of identity. For most requests, your information will be provided free of charge. However, we may charge a reasonable fee if your request requires substantial effort on our part.

Mintrex takes reasonable steps to ensure that personal information it stores is correct and accurate. If it is not, or you do not wish us to keep it, you can ask us to correct or delete it. Unless personal information is required for administrative or legal reasons we will take all reasonable steps to meet such requests.

Complaints Resolution

If you have a concern about Mintrex's collection, use, storage or disclosure of your personal information please contact our Privacy Officer who will investigate and advise you of the outcome as soon as possible.

Amendments to this Privacy Policy

Mintrex may amend or update this privacy policy from time to time at its discretion. Please check back periodically for updated terms for this privacy policy.

Contact Us

Further information about our privacy policy or the use and management of personal information may be obtained by contacting our Privacy Officer who may be contacted at:

Privacy Officer
Mintrex Pty Ltd
3/516 Hay St
Subiaco WA 6008
Tel: +61 8 9442 3333
Email: kahli.bourke@mintrex.com.au

John Sobolewski
CEO
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