

The following statement explains the PPI Group's ("PPI") policy relating to the collection, storage and use of personal information.

## **Compliance with Privacy Legislation**

PPI complies with the National Privacy Principles contained in the Privacy Act 1988. This Privacy Policy covers all of the entities within PPI. Details of the Group entity can be found on PPI Funds Managements website at [www.ppifundsmanagement.com.au](http://www.ppifundsmanagement.com.au) .

## **Collection of Personal Information**

Personal information is defined as information or an opinion that can identify a person. The type of personal information that PPI collects from its customers will depend upon what dealings customers may have with PPI.

## **Use and Disclosure of Personal Information**

PPI operates a number of businesses, which handle personal information. PPI's policy is only to use or disclose personal information for the purpose which was either specified or reasonably apparent at the time when the information was collected. PPI may also use or disclose the information collected for any other related purpose for which a customer would reasonably expect it to be used. If PPI wishes to use or disclose the personal information in other circumstances it would obtain the customer's consent to do so.

## **Sharing information with other organisations**

PPI does not sell personal information to companies outside the PPI. The only circumstances in which external organisations may be given access to PPI's customer personal information are when PPI's contractors and service providers are assisting PPI in the operation of its business or to provide a customer service (for example, a company which helps maintain PPI's computer systems or sends out PPI's mail). PPI requires these organisations to agree to PPI's Privacy Policy and to strict conditions governing how this information may be used.

## **Marketing**

PPI may send advertising mail to its customers where the advertising mail is related to the purpose for which the information was collected. If the customer no longer wishes to receive promotional information from PPI, the customer should advise PPI's Privacy Officer. Normally PPI's records would be amended within 30 days.

## **Cookies**

A cookie is a small data file that may be placed on the computer of a web user (usually in the browser software folder) the first time a computer visits a web site which operates cookies. Cookies are necessary to facilitate on-line transactions and ensure security. If customers do not wish to receive any cookies they should set their browser to refuse cookies. PPI does not use cookies to keep personal profiles of its customers' use of the PPI Group website at [www.ppifundsmanagement.com.au](http://www.ppifundsmanagement.com.au) .

## **Security of personal information**

PPI will take reasonable steps to protect personal information that it collects and reasonable steps to ensure that the information is accurate and up-to-date. Customer information is held on secure servers or in storage located in controlled environments. PPI Group employees are required to maintain the confidentiality of any personal information held.

## **Access to Personal Information**

Customers are welcome to request details regarding what personal information PPI may hold about them. To obtain the information, please contact the PPI Privacy Officer. PPI may require personal identification.

## **Changing Information**

If the customer wishes to update personal information that may be inaccurate or out-of-date, they may write to PPI's Privacy Officer.

## **Changes in the Future**

PPI reserves the right to change this Privacy Policy at any time..

## **Additional Information on Privacy**

For further information about privacy issues and the protection of privacy, visit the Australian Federal Privacy Commissioner's website at <http://www.privacy.gov.au>.

You can contact PPI's Privacy Officer as follows:

Ph (08) 8412 4222

Fax (08) 8412 4299

Email [admin@ppifundsmanagement.com.au](mailto:admin@ppifundsmanagement.com.au)

Address 'PPI Privacy Officer'

Level 2, 50 Hindmarsh Square Adelaide, SA 5000