

Privacy Policy

For the purposes of this document, “FEF Enterprise” shall mean all associated entities of FEF Enterprise.

Introduction

1. FEF Enterprise has a commitment to privacy in accordance with the Privacy Act 1988 (Cwth) (Privacy Act) and the guidelines and policies of the Australian Privacy Commissioner. This Privacy Policy is provided to make you aware of how FEF Enterprise collects, uses and manages personal information.
2. Personal information” means information or an opinion recorded about an individual that makes the individual’s identity reasonably apparent or ascertainable. FEF Enterprise views the privacy of personal information as an important issue.
3. In making this Privacy Policy FEF Enterprise does so on the basis this policy does not replace or limit the requirements of the Privacy Act.

Your Personal Information

“Personal information” means information about an individual that makes that individual’s identity reasonably apparent or ascertainable.

In the normal course of business FEF Enterprise may collect, record use and disclose personal information in relation to persons who are:

1. A customer, or a director of a company that is a customer, of FEF Enterprise;
2. A debtor, guarantor or referee of a customer or supplier of FEF Enterprise;
3. A supplier or contractor to FEF Enterprise;
4. A professional consultant engaged by FEF Enterprise.

This information may be gathered in many ways including, but not limited to:

1. Directly from you e.g. when you complete an application for credit;
2. From the public domain;
3. From third parties such as our related companies, your own representatives (lawyers, accountants etc.) and reporting agencies.
4. From information that you provide at the time of requesting a quotation, ordering, or purchasing.
5. When you use our web site, your domain name, e-mail address and information on the pages you access.

The information may then be used by us to:

1. Establish, administer and manage an account, including billing and collecting debts;
2. Carry out appropriate checks for credit-worthiness and fraud;
3. Provide the goods or services you have requested;
4. Advise you of changes or additions to goods or services or of promotions which may be of interest to you.

For the purposes as set out above we may disclose personal information to organisations outside FEF Enterprise including, but not limited to:

1. Your own representatives (lawyers, accountants etc.);
2. Credit reporting and fraud checking agents;
3. Our own professional advisers such as lawyers, accountants, auditors etc;
4. Our related entities;
5. Government or other authorities as required or authorised by law.

Note that FEF Enterprise does not permit the distribution of personal information to third parties unless:

1. That third party or parties agrees to privacy restrictions as determined by FEF Enterprise;
2. The individual has approved or requested such disclosure;
3. FEF Enterprise is required or permitted by law to make that disclosure.

Accuracy of Information

While FEF Enterprise takes all reasonable steps to ensure the personal information it collects, uses and discloses is accurate, complete, up-to-date, is not misleading or deceptive, the accuracy of that information depends to a large extent on the information you provide. FEF Enterprise does not check or verify the accuracy of personal information it receives from you or other sources.

Website Data Collection

Visitors to FEF Enterprise's web site are not asked to provide any information that could personally identify them. Some information is gathered indirectly via standard weblogs, including IP addresses and domain names. Some data may be traceable to an individual but FEF Enterprise does not, in the normal course of business, actually use this information unless there is some indication that an individual is making improper use of the site.

Existing clients may be issued with personal passwords and access details.

Cookies

A cookie is a small amount of data a website transfers to your hard drive which allows the website to keep track of the pages you visit. It cannot read any of the data on your hard drive. Many websites use cookies as method of making access simpler and quicker or, internally, for gathering non-identifiable information on a visitor's use of our site.

Links

You may be able to gain access to other sites on the internet from FEF Enterprise's site. FEF Enterprise in no way endorses content or information on any site accessed through these means. It is the user's responsibility to ensure the security of its own system.

Data Security

FEF Enterprise guarantees the storage and use of personal information will be undertaken in a secure manner which protects personal privacy and in accordance with the National Privacy Principles.

Right of Access

You have a right to access your personal information, subject to some exceptions allowed by law. If you wish to access your personal information or to register a complaint concerning possible breaches of privacy, we request, for security reasons, requests be made in writing and addressed to:

The Director
FEF Enterprises
Level 1, 208 Greenhill Road
EASTWOOD SA 5063.

Your request or complaint will be acknowledged and addressed as soon as practicable.