

Any information that you provide to Catapult Smallprint Pty Ltd (Catapult Smallprint) will be maintained in accordance with this Privacy Policy. Please ensure that you read this document carefully and understand the purposes for which information provided to Catapult Smallprint may be collected, stored and used. Catapult Smallprint reserves the right to change, remove or add additional terms to this policy.

Catapult Smallprint recognises the importance of protecting the privacy of information collected to our web site, in particular information that is capable of identifying an individual ("personal information"). This Privacy Policy governs the manner in which your personal information, obtained through the web site, will be dealt with.

### **Collection and Use of Information**

Catapult Smallprint Pty Ltd may require the collection of personal information from individuals and/or entities, applications, websites, products or services.

Catapult Smallprint Pty Ltd may collect and hold personal information, such as, but not limited to, names of employees and proprietors of organisations, addresses, telephone numbers, facsimile numbers, email addresses, titles and professional affiliations. These details are collected for the purpose of providing Catapult Smallprint Pty Ltd services to customers and clients, and the selling and marketing of its products and extended range of services. Catapult Smallprint Pty Ltd may also use such information to apply customer/client satisfaction surveys and events, such as 'loyalty' programs.

Additional information may be collected and used for internal statistical studies and market research.

In the event that sensitive information is collected by Catapult Smallprint Pty Ltd, it will not be used for any purpose without the express permission of the individual. Catapult Smallprint Pty Ltd will not under any circumstance adopt, use or disclose a government related identifier.

### **Storage, Access and Retention of Personal Information**

All personal information collected by Catapult Smallprint Pty Ltd will be retained as part of our records, which will be securely monitored and maintained by Catapult Smallprint Pty Ltd. The data will not be made available to a third party, unless it is legally required and verified, without the authority of the individual who provided the personal information.



## **CATAPULT**

Catapult Smallprint Pty Ltd will make available upon request inspection of all personal information, that Catapult Smallprint holds, provided reasonable notice is given. In the event that any part of the personal information that the individual inspects is determined to be incorrect and requires alteration, then Catapult Smallprint Pty Ltd will make such alteration in compliance with the corrected advice provided by the individual.

### **Storage, Access and Retention of Personal Information cont.**

Catapult Smallprint Pty Ltd will take all reasonable steps to protect the security of the personal information that it holds. This includes appropriate measures to protect electronic materials and materials stored and generated in hard copy.

Wherever possible Catapult Smallprint Pty Ltd would appreciate dealing with individuals and/or entities using their trading/legal name, however Catapult Smallprint Pty Ltd will adhere to its requirements under the Australian Privacy Principles and where practicable offer the use of a pseudonym.

Catapult Smallprint Pty Ltd will take reasonable steps to ensure any overseas recipients will comply with the 13 Australian Privacy Principles.

Where information held by Catapult Smallprint Pty Ltd is no longer required to be held, and the retention is not required by law, then Catapult Smallprint Pty Ltd will destroy such personal information by secure means.

### **Compliance**

If an individual has any concerns regarding the privacy of personal information, then the individual may make a complaint to the Chief Executive Officer who will then endeavour to resolve the complaint.

### **Sources of Information**

Where possible, Catapult Smallprint Pty Ltd will collect the information directly from individuals, customers and clients. In some instances, Catapult Smallprint Pty Ltd may collect personal information from secondary mediums and, in this case, it will endeavour to verify such details with the person concerned.

Catapult Smallprint Pty Ltd acknowledges that there is no obligation for an individual to provide personal information. However, if an individual chooses not to provide Catapult Smallprint Pty Ltd with personal details, it may not be able to provide the individual with a full range of services or may reduce the ability of directly servicing the individual's organisation.



## **CATAPULT**

### **Purpose of the Collection**

Catapult Smallprint Pty Ltd may require the collection of personal information to satisfy the needs of the organisation.

The personal information may be required for the purpose of:

- giving the information which a member/customer is entitled to; and
- supplying to, and administering, the products and services the member/customer requires.

Catapult Smallprint Pty Ltd may also collect the information for the provision of marketing, unless a specific request in writing is provided, detailing what is not required.

Catapult Smallprint Pty Ltd may need to give personal information to other organisations to comply with its legal obligations, such as auditors, legal advisers and the Australian Taxation Office (or any other relevant organisations).

Catapult Smallprint Pty Ltd will only use or disclose personal information for direct marketing purposes where the individual has either consented to their personal information being used or has a reasonable expectation that their personal information will be used for this purpose, and conditions relating to opt-out mechanisms are met.

### **Disclosure to an Organisation**

Catapult Smallprint Pty Ltd may disclose personal information, for the purposes set out above, to any of its subsidiaries, branches, franchises or legally related companies, agents, dealers or contractors.

Catapult Smallprint Pty Ltd acknowledges that there is no obligation for an individual to provide it with personal information. However, if an individual chooses not to provide Catapult Smallprint Pty Ltd with personal details, it may not be able to provide the individual with a full range of services or may reduce the ability of directly servicing the individual's organisation.

### **Access Rights and Contact Details**

The Privacy Act 1988 provides the right to access personal information held by Catapult Smallprint Pty Ltd. If the information is inaccurate, a request can be made to correct it.

Catapult Smallprint Pty Ltd will provide access to information free of charge and in an appropriate format.

Further information can be obtained by contacting Catapult Smallprint Pty Ltd.



## CATAPULT

### Australian Privacy Principles (APP's)

Catapult Smallprint Pty Ltd will endeavour to adhere to all 13 Australian Privacy Principles as stated below.

- APP 1 – Open and transparent management of personal information
- APP 2 – Anonymity and pseudonymity
- APP 3 – Collection of solicited personal information
- APP 4 – Dealing with unsolicited personal information
- APP 5 – Notification of the collection of personal information
- APP 6 – Use or disclose of personal information
- APP 7 – Direct marketing
- APP 8 – Cross-border disclosure of personal information
- APP 9 – Adoption, use or disclosure of government related identifiers
- APP 10 – Quality of personal information
- APP 11 – Security of personal information
- APP 12 – Access to personal information
- APP 13 – Correction of personal information

For further clarification of the Privacy Act 1988 and subsidiary 13 Australian Privacy Principles please visit [www.oaic.gov.au](http://www.oaic.gov.au)