

Your privacy is very important to us. This privacy statement provides an overview of how Chapman Marine Group collects, processes and protects your personal information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>.

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. We collect only the personal information we need. Examples of Personal Information we collect might include:

- your full name;
- your gender;
- your date of birth or age range;
- your contact details, including your phone number, physical address and email address;
- public social media posts you have made about Chapman Marine Group, including photographs;
- any emails or other correspondence relating to any of our services
- we also use information that is automatically collected to understand more about our site visitors, and to determine how users navigate our site to help improve site performance.

This Personal Information is obtained in many ways, including by telephone and facsimile, email, via our website: <https://www.chapmanmarinegroup.com.au/> from media and publications, from other publicly available sources, from cookies and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information to provide our services to you, for marketing purposes or as a consumer where you have entered a consumer promotion or competition.

You may unsubscribe from our mailing/marketing lists anytime by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties.

Chapman Marine Group's communications to you as well as the Website(s), may contain links to the websites of other providers of products and services that may be of interest to you. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Access to your Personal Information

If you want to review, correct or change your User information, please submit your request in writing to sales@chapmanmarinegroup.com.au

In order to protect your Personal Information, we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is important to us that your Personal Information is up to date. We will take reasonable steps to ensure that your Personal Information is accurate, complete and up-to-date. If you find the information we have is not up to date or is inaccurate, please advise us as soon as possible so we can update our records and ensure we can continue to provide quality services to you.

Policy Updates

This Policy may change from time to time and is available on our website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

Chapman Marine Group

sales@chapmanmarinegroup.com.au

+61 2 9818 2000