



**RCR International Pty Ltd**

ABN 21 089 270360

## Privacy

RCR is committed to the privacy of all the individuals and businesses it deals with. This document sets out our policies on handling personal information.

### What kind of personal information does RCR collect and what is it used for?

RCR is in the business of importing and distributing consumer goods, and collects and holds the personal information necessary to carry out its business. The following are the main types of information collected by RCR and the main purposes they are used for.

Personal Information	What it is used for
Information such as names, business contact details and dealings with suppliers and potential suppliers to RCR	To administer RCR's dealings and potential dealings with suppliers of products and services
Information such as names, business contact details and dealings with customers and potential customers of RCR	To supply products and services. To ascertain credit worthiness of customers and share information with a credit data base. To carry out marketing activities by RCR. We do not sell personal information to other organisations. To make legally required notifications (e.g. product recalls) and monitor RCR's compliance with regulations
Information such as names and contact details of persons who contact RCR with requests for information, including through RCR's website	To respond to those requests. "Cookies" may be used to track patterns of use of the website.
Information about applicants for employment with RCR	To assess those applications for employment
Information about RCR's employees and contractors relevant to their employment or contract with RCR	To fulfill RCR's responsibilities as employer and contracting party

## **Who is the personal information disclosed to?**

RCR will not provide personal information to any third parties, including overseas recipients except:

- To regulatory bodies (e.g. the TGA) where legally obliged to do so;
- To related companies of RCR, for the same kinds of purposes as listed above;
- To ensure continuity of service, to another company if the supply of the product or service has been transferred to that company;
- To contractors engaged to provide services in connection with the purposes mentioned above (such as third party warehouses, transport companies)
- If it is otherwise permitted or required by the Privacy Act or any other law.

## **Keeping your information secure**

RCR uses security procedures and technology to protect the information we hold. Where the personal information is no longer required, we delete/destroy the information permanently.

## **COMMENTS? COMPLAINTS? WANT TO KNOW MORE?**

You can get in touch with RCR about privacy issues if you

- Want to let us know NOT to collect any particular information about you or NOT to use it for any particular purpose;
- Want to ask for access or correction to any personal information about you held by RCR, to the extent authorised by the Privacy Act and all other applicable laws.
- Have a complaint.

## **How to contact RCR's Privacy Officer:**

Email: [privacy@rcr.com.au](mailto:privacy@rcr.com.au)

Phone: (03) 9558 2020 Fax: (03) 9558 3030

Or write to: RCR International Pty Ltd, PO Box 148, Braeside Vic 3195 Australia