

# Privacy Policy

## Architectural Metals Australia Privacy Policy

The website is owned and operated by Architectural Metals Australia (AMA) and will be referred to as “We”, “our” and “us” in this Internet Privacy Policy. By using this site, you agree to the Internet Privacy Policy of this web site (“the web site”), which is set out on this web site page. The Internet Privacy Policy relates to the collection and use of personal information you may supply to us through your conduct on the web site.

We reserve the right, at our discretion, to modify or remove portions of this Internet Privacy Policy at any time. This Internet Privacy Policy is in addition to any other terms and conditions applicable to the web site. We do not make any representations about third party web sites that may be linked to the web site.

We recognise the importance of protecting the privacy of information collected about visitors to our web site, in particular information that is capable of identifying an individual (“personal information”). This Internet Privacy Policy governs the manner in which your personal information, obtained through the web site, will be dealt with. This Internet Privacy Policy should be reviewed periodically so that you are updated on any changes. We welcome your comments and feedback.

### **What information do we collect?**

Architectural Metals Australia collects the following information regarding visitors to this website; domain name, information regarding what pages are accessed, information volunteered by you, such as survey information, email address, site registrations and your preferred means of communication. This information is collected and logged for statistical and marketing purposes. Away from this website AMA collects information from its customers that includes; name, postal address, email address, contact phone numbers, business name and sales records. This information is collected and logged for commerce and statistical purposes and may be used to contact you.

### **Personal Information**

Personal information about visitors to our site is collected only when knowingly and voluntarily submitted. For example, we may need to collect such information to provide you with further services or to answer or forward any requests or enquiries. It is our intention that this policy will protect your personal information from being dealt with in any way that is inconsistent with applicable privacy laws in Australia.

### **How is information collected and stored?**

Information is collected by AMA by you volunteering the information through a form on this website or from a cookie. Through the use of a cookie, AMA can record the pages you visit and the information you require. Through analysis of these records, AMA can provide you with a website that is continually improving to meet your requirements. You can set your browser to notify you when you receive a cookie, providing you with the opportunity to either accept or reject it. You can also refuse

all cookies by turning them off in your browser, however fully functional access to the site requires the use of cookies.

Information collected outside of this website is collected through you volunteering the information to AMA.

### **Disclosure**

Apart from where you have consented or disclosure is necessary to achieve the purpose for which it was submitted, personal information may be disclosed in special situations where we have reason to believe that doing so is necessary to identify, contact or bring legal action against anyone damaging, injuring, or interfering (intentionally or unintentionally) with our rights or property, users, or anyone else who could be harmed by such activities. Also, we may disclose personal information when we believe in good faith that the law requires disclosure.

We may engage third parties to provide you with goods and services on our behalf. In that circumstance, we may disclose your personal information to those third parties in order to meet your request for goods or services.

### **How can I access my information that AMA has stored?**

We do not sell, trade, or otherwise transfer stored information to outside parties within Australia or Internationally. This does not include trusted third parties who assist us in operating our website, conducting our business or servicing you. This also does not include legal authorities if in the case of an investigation or other legal matter. If you wish to access any information kept about you by AMA to correct such information, you can contact AMA on 03 03 9580 7469 or via an email to [info@architecturalmetalsaustralia.com.au](mailto:info@architecturalmetalsaustralia.com.au). If an individual wishes to complain about a breach of the Australian Privacy Principles by AMA, they are also best to contact AMA immediately on 03 03 9580 7469.

### **Security**

We strive to ensure the security integrity and privacy of personal information submitted to our sites, and we review and update our security measures in light of current technologies. Unfortunately, no data transmission over the Internet can be guaranteed to be totally secure.

However, we will endeavour to take all reasonable steps to protect the personal information you may transmit to us or from our online products and services. Once we do receive transmission, we will also make our best efforts to ensure its security on our systems.

In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us. However, we will not be held responsible for events arising from unauthorised access to personal information.

## **Collecting Information from Users**

### *IP Addresses*

Our web servers gather your IP address to assist with the diagnosis of problems or support issues with our services. Again, information is gathered in aggregate only and cannot be traced to an individual user.

### *Cookies and Applets*

We use cookies to provide you with a better experience. These cookies allow us to increase your security by storing your session ID and are a way of monitoring single user access.

This aggregate, non-personal information is collated and provided to us to assist in analysing the usage of the site.

## **Links to other sites**

We provide links to Web sites outside of our web sites, as well as to third party Web sites. These linked sites are not under our control, and we cannot accept responsibility for the conduct of companies linked to our website. Before disclosing your personal information on any other website, we advise you to examine the terms and conditions of using that Web site and its privacy statement.