



## *PRIVACY STATEMENT*

This statement tells you how Newmarket Insurance Brokers Pty Ltd collects, uses and discloses personal information.

Personal Information is information about and which identifies individuals, including, for example, an individual who is an insured and an individual who may simply be referred to in the application for cover or claim form (such as a director, claimant, witness etc).

It is important you read, understand and agree to the following, which applies from 21 December 2001.

### *What we do*

We collect personal information from you to be able to provide you with our various services.

These include insurance broking, claims management, risk management consulting.

If we don't get the personal information we need, we or any third parties we disclose the information to may not be able to provide appropriate services.

We disclose personal information to third parties who we believe are necessary to assist us in providing our services. Recipients will typically be insurers, reinsurers, other insurance intermediaries, investigators, lawyers, loss adjusters and others involved in the claims handling process.

We limit the use and disclosure of any personal information provided by us to such third parties to the specific purpose for which we supplied it (except with our or the individual's consent).

We take reasonable steps to ensure that whenever we collect, use or disclose personal information, it is accurate, complete and up to date.

### *What we expect of you*

When you provide us with personal information about other individuals, we rely on you to have made them aware that you will or may provide their information to us, the purpose we use it for, the types of third parties we disclose it to and how they can access it (as described in this document). If it is sensitive information, we rely on you to have obtained their consent to the above. If you have not done either of these things, you must tell us before you provide the relevant information.

If we give you personal information, you and your representatives must only use it for the purposes we agreed to.

Where relevant, you must meet the requirements of the National Privacy Principles set out in the Privacy Act 1988, when collecting, using, disclosing and handling personal information on our behalf.

You must also ensure that your agents, employees and contractors meet the above requirements.

### *Contacting us and opting out*

If we send you any information about services or products, or you do not want us to disclose your personal information to any other organisation, you can opt out by contacting our Privacy Officer, Lesley Grech at Newmarket Insurance Brokers.

### *How you can contact us*

Please contact us if you would like to :-

- find out more about the way we manage personal information
- provide details for Newmarket to correct or update your personal information we hold
- if you do not want us to disclose your personal information to other organisations.

### *Contact:*

Mrs Lesley Grech  
Privacy Officer  
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