

Privacy Statement

OAMPS Insurance Brokers will protect your personal information. All companies within the Group are subject to the National Privacy Principles (NPP) as set out in the *Privacy Act* (1988) (Cth). The NPP governs the way we collect, use, disclose and secure information about you. The NPP also permits you access to the information we hold about you in order to correct or update it. Information may be held on behalf of OAMPS by organisations outside the Group in order to provide services to us (OAMPS).

Why do we require your personal information?

The personal information collected and maintained by OAMPS comprises your name, address, contact details and information specific to, and required for, the service or product that we provide to you. For some products and services we also collect and maintain sensitive information. This may include information about your health, membership of trade unions or professional associations and any criminal convictions you may have.

The information collected allows us to:

- assess risks
- properly administer your claims or claims brought against you
- provide insurance, financial and investment advice
- arrange and place insurance cover
- source and facilitate finance
- initiate and maintain your and/or your employee's membership of superannuation funds

Disclosure of your personal information to third parties.

OAMPS may seek the services of relevant third party suppliers (e.g. insurers, agents, loss adjusters, risk managers, investment managers, external administrators, mail-houses etc.) to carry out specialised activities. Some of these third parties are appointed by OAMPS to perform specific tasks on a case-by-case basis, others provide insurance and financial services to you as recommended by us. Where your personal information is provided to these third parties to enable them to perform their agreed activities, they are required to abide by the National Privacy Principles and use the personal information provided for the sole purpose of supplying their specific services.

Contacting us about access and correction of your personal information

OAMPS aims to ensure that your personal information is accurate, up to date and complete. Please contact your local OAMPS office if you:

- would like to seek access to, or revise your personal information
- believe that the information we currently have on record is either incorrect, incomplete or both.

Direct marketing and your privacy

We regularly distribute to our clients general information and newsletters regarding OAMPS products and services.

From time to time we may wish to supply you with specific information regarding some of our products and services, which we believe may be of interest to you. If you do not wish to receive this additional (directly marketed) information, please contact your local OAMPS office.

Privacy Complaints

If you believe that we have not protected your personal information as required under the NPP and you wish to make a formal complaint, you are able to contact our National Privacy Complaints Officer on 1800 068 000. You may also email full details of your complaint to privacy@oamps.com.au. Your complaint will be managed via OAMPS' Internal Privacy Complaint Procedure. This Procedure assures you of a timely and accurate response to your complaint.

