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**ENGINEERING SUPPLIES (WA) PTY LTD**  
**(ACN 075 892 956)**  
**TRADING AS ENGINEERING SUPPLIES**  
**PRIVACY POLICY**

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## **Definitions**

1. "Engineering Supplies" means Engineering Supplies (WA) Pty Ltd (ACN 075 892 956) trading as Engineering Supplies;
2. "Goods" means goods you order from Engineering Supplies;
3. "Order" means an order you submit for the purchase of Goods;
4. "Personally Identifiable Information" means information that third parties can use to identify you, such as your name, company, email address, phone number, billing address, and shipping address and goods purchased;
5. "the Website" means [www.engineeringsupplies.com.au](http://www.engineeringsupplies.com.au)

## **Introduction**

1. Engineering Supplies Privacy Policy outlines how Engineering Supplies complies with its privacy obligations pursuant to the *Privacy Act 1988*.
2. Engineering Supplies collects Personally Identifiable Information from you when you complete the Customer Registration on the website or complete the Account Application Form.
3. Engineering Supplies is committed to ensuring that your privacy is protected. Should you provide Engineering Supplies with Personally Identifiable Information then you can be assured that it will only be used in accordance with this privacy policy.
4. To ensure a high level of trust and confidence from you Engineering Supplies aims to ensure that:
  - a. your privacy will be protected when accessing Engineering Supplies services;
  - b. Personally Identifiable Information collected and retained in Engineering Supplies records is correct and up-to-date; and
  - c. you can access your Personally Identifiable Information for review.

## **Updating Personally Identifiable Information**

You can access and update your Personally Identifiable Information online after you complete the Website's customer registration.

## **What do Engineering Supplies use your Personally Identifiable Information for**

Engineering Supplies may use Personally Identifiable Information collected from you as follows:

1. to send you emails;

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2. to administer a promotion or other features of the Website.
3. to process Orders;
4. to improve customer service;
5. to improve the Website.
6. to periodically send you promotional emails about new products, related products, special offers or other information;
7. to provide you with information in regards to Engineering Supplies news, updates and products.
8. to provide you with any updates in regards to your Order.

You may however unsubscribe on the Website from receiving future emails from Engineering Supplies.

**Do Engineering Supplies disclosure information to third parties**

Engineering Supplies:

1. takes commercially reasonable precautions to protect Personally Identifiable Information from loss, misuse and unauthorized access, disclosure, alteration and destruction;
2. will not sell or rent Personally Identifiable or Sales History Information to a third party without your permission:
3. will not use or disclose Personally Identifiable or Sales History Information except:
  - a. as necessary to provide services or products you have ordered;
  - b. in other ways described in this privacy policy or to which you have otherwise consented;
  - c. in the aggregate with other information in such a way so that your identity cannot reasonably be determined;
  - d. as required by law, for example, in response to a subpoena or search warrant;
  - e. to outside auditors who have agreed to keep the information confidential;
  - f. as necessary to enforce the Terms and Conditions of Engineering Supplies;
  - g. as necessary to protect the rights, safety, or property of Engineering Supplies its users, or others; this may include exchanging information with other organizations for fraud protection and/or risk reduction.

**Other information Engineering Supplies collect**

Engineering Supplies may collect other information that cannot be readily used to identify you, such

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the domain name and IP address of your computer.

Engineering Supplies may use this information, individually or in the aggregate, for technical administration of the Website, research and development; customer and account administration and to help Engineering Supplies focus more precisely on its marketing efforts.

### **Cookies**

Engineering Supplies uses “cookies” to store personal data on your computer. A cookie is a small file placed on your computer’s hard drive.

Engineering Supplies use traffic log cookies to identify which pages are being used. This helps Engineering Supplies analyse data about web page traffic and improve the Website in order to tailor it to customer needs. Engineering Supplies only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help Engineering Supplies provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives Engineering Supplies access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Engineering Supplies may also link information stored on your computer in cookies with personal data about specific individuals stored on our servers. If you set up your Web browser so that cookies are not allowed, you might not be able to use some or all of the features of our website.

### **Your Privacy Responsibilities**

To help protect your privacy you should:

1. not to share your customer registration username or password with anyone else;
2. to log off theWebsite when you are finished; and
3. to take customary precautions to guard against “malware” viruses, Trojan horses, etcetera by installing and updating suitable anti-virus software.

### **Changes to this privacy policy**

Engineering Supplies may change this Privacy Policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes made to Engineering Supplies Privacy Policy.

This policy is effective from 18 May 2012

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**Consent**

By using the Website or using a Credit Account you consent to Engineering Supplies Privacy Policy.

**Terms and Conditions**

You should also visit Engineering Supplies Website to view the terms and conditions:

**Further Information.**

If you require further information regarding Engineering Supplies Privacy Policy please contact Engineering Supplies by using the contact details below:

1. telephone: 9258 8444
2. facsimile: 9258 8344
3. mail: PO Box 313, Welshpool Pool, Welshpool, 6106
4. email: [sales@engsup.com.au](mailto:sales@engsup.com.au)