



Privacy Policy

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Introduction

Masataha Group Pty Ltd (Trading as Productivity) recognises the importance of compliance with Australian Privacy Laws particularly with respect to personal information. For this reason Productivity has adopted a privacy of information policy consistent with Australian Privacy Legislation and the ten National Principles for the Fair Handling of Personal Information.

The following privacy statement applies to all business conducted by Productivity, be it through any of its office locations or over any of its websites. This statement covers all personal information collected by Productivity during the conduct of any of its authorised Sales and/or Services.

Productivity endeavours to protect all collected personal information from unauthorised use or disclosure. Any queries relating to personal information held by Productivity (including access requests) are to be directed to the company's privacy officer as follows:

Mark Grogan, Managing Director

(07) 5315 1111

28 Duke Street Gympie, QLD 4570 | mark@productivity.technology

Collection

Productivity endeavours to collect any personal information directly from the individual with that individual's consent. Where personal information is provided to Productivity by third parties, Productivity will take reasonable steps to obtain consent from the individual to whom the information pertains where required by the legislation.

Productivity only collects personal information necessary for the conduct of its business through the company's internal, Sales, Services areas. Productivity is unable to effectively undertake relevant business activity without the provision of individual information.

Productivity' Sales and Services divisions will only disclose supplier and customer personal information that is relevant to the particular business that the individual is conducting with Productivity. Any client, customer or business partner of Productivity who does not wish their personal information to be disclosed to any particular organization or types of organizations are to notify Productivity at the time of the collection of the personal information.

Use and Disclosure

Productivity primary purpose for collecting personal information is to facilitate the efficient provision of quality information technology products and services to its business associates and customers. This may involve the distribution of relevant product, industry and market updates (and related information) to Productivity business associates. Should you prefer not to receive this information distribution please advise Productivity by contacting the Privacy Officer as detailed above.

Data Quality

Productivity continuously monitors the accuracy of personal information. Should any updates to your personal details be required please contact Productivity as detailed above.

Data Security

Productivity employs state of the art security systems and procedures to ensure the integrity and security of personal information held by the company.

Personal information does not leave Productivity internal systems unless required to effect the primary purpose of your business with Productivity, or unless consented to. Should this be the case, increased security measures are employed. Despite the high level of information security employed within Productivity and its commitment to your privacy, the company is unable to provide an absolute assurance that personal information will remain secure at all times. Productivity therefore does not accept any responsibility for incidences of unauthorized access to personal information, which is provided at your own risk. Likewise Productivity does not guarantee the security or privacy compliance of any websites that are accessible through links provided on any of its websites. Productivity will delete from its systems any of your personal information held by the company on your request provided that sufficient proof of identity is established.

Openness

Productivity Privacy Statement is available on its websites or internally on its intranet. Personal information held by Productivity is limited to that which is required for the legitimate functions of the company's business. Any queries regarding position on privacy should be directed to Productivity privacy officer via e-mail to mark@productivity.technology.

Access and Correction

Productivity undertakes to provide access to individuals to any of their personal information held by the company for the purpose of review and correction with exception to the limitations imposed by the privacy legislation. Requests for access should be forwarded to Productivity privacy officer along with sufficient proof of identification.

Anonymity

Productivity personnel will respect a request for anonymity unless and until relevant business negotiations are entered into. None of Productivity business processes can be completed effectively with either party remaining anonymous.

Trans Border Data Flows

Although Productivity is a national company the company does have plans to engage in international business. In these instances we undertake not to send or disclose personal information without the consent of the individual.

In any event Productivity takes precautions to ensure that any of its business partners employ similar policies documenting the recognition of their privacy obligations.

Sensitive Information

Productivity does not require that you supply any sensitive information to the company unless it is essential for the purpose of the conduct of business. This type of information will not be collected without your consent.