

# Privacy Policy

Created: 1<sup>st</sup> July 2024

The following document outlines the Privacy Policy for the Quality Vehicle Manufacturing (QVM) website. Quality Vehicle Manufacturing is dedicated to respecting your privacy and providing the best customer service experience and is governed by the Privacy Act 1988. This act outlines principles regarding the privacy of individuals.

## Gathered personal information:

While many parts of the site can be accessed without providing personal information, to access exciting future customer support features from Quality Vehicle Manufacturing, remember you will be required to submit personally identifiable information.

## Shared personal information:

Occasionally Quality Vehicle Manufacturing may contract out services to a subcontractor, which carries out work that cannot be performed by QVM at our premises. These companies will only have access to the personal information necessary to provide the service. Quality Vehicle Manufacturing ensures that confidentiality and privacy obligations concerning the protection of your personal information bind these organisations.

## Website Cookies

Our website uses cookies. You can choose to accept or decline them. We collect anonymous statistical data on the number of visitors, visit times, page views, and traffic patterns to improve our website.

**Data Security:** As a business, we are committed to protecting the personal information we hold. This includes:

1. **Physical Security:** We prevent unauthorised access to our premises and use secure containers for storing paper-based personal information.
2. **Computer and Network Security:** We protect our computer systems and networks using secure passwords and user logins to safeguard the personal information of our customers and employees.
3. **Communications Security:** We protect email and other communication methods from unauthorised access.
4. **Personnel Security:** We limit access to personal information to authorised staff and implement controls to minimise security risks to our IT systems.,

## **Data Disposal**

We only keep data for a limited time, for accounting, legal requirements, and normal business operations. After this time, we shred paper documents and delete electronic data

If you would like further information about the way QVM manages the personal information held by us, then you may contact our admin team at [admin@qualityvehiclemanufacturing.com.au](mailto:admin@qualityvehiclemanufacturing.com.au) or by writing to us directly. There may be a small administration charge for this service.

## **Changes to this Privacy Policy:**

Quality Vehicle Manufacturing reserves the right to modify this Privacy Policy at any time. If you have objections to the Privacy Policy, you should not access or use the Site.

## **Retrieving Your Personal Information:**

To retrieve your personal information, you have the right to do so, subject to exceptions allowed by law. Kindly inform us in writing if you would like to proceed.