

PRIVACY POLICY

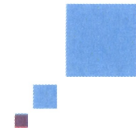
Assetinsure is committed to safeguarding and protecting the privacy of personal information. We are bound by the Federal Privacy Act 1988 which sets out the standards to be met in the collection, use and disclosure of personal information. From 21 December 2001 the Privacy Act extends to the entire Australian private sector.

The Act defines “**personal information**” as “**information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion**”.

Assetinsure will comply with the **National Privacy Principles** in the Privacy Act and where applicable industry codes of conduct.

The **National Privacy Principles** include the following:

- a company must not collect personal information unless it is necessary for its business activities;
- information must be collected lawfully and fairly;
- a company must not use or disclose personal information about an individual for a purpose other than that for which it was collected unless such use or disclosure would be reasonably expected;
- certain information can be used for direct marketing but only where it is impractical to seek the individual’s consent beforehand;
- a company must take reasonable steps to ensure that personal information which it holds is accurate, complete and up-to-date;
- reasonable steps must also be taken to protect personal information from misuse or loss;
- a company must take reasonable steps to let a person know what sort of personal information it holds;
- as a general rule a company must also provide an individual with access to personal information held in relation to that individual;
- whenever it is lawful and practicable, individuals must have an opportunity to remain anonymous when entering into transactions with a company;
- personal information may be sent to someone overseas where that is necessary for contractual reasons and where reasonable steps have been taken to protect privacy;
- “sensitive information” (that is, information relating to matters such as an individual’s political opinions, religious beliefs, professional or trade association membership, sexual preferences or health) may generally not be collected without the consent of the individual.



Assetinsure will only collect personal information for the purpose of providing insurance and reinsurance services, and matters incidental thereto, including investigating and managing claims. Our aim is to have accurate up to date, relevant information.

It may be necessary for Assetinsure to disclose personal information to others, such as other insurers or reinsurers, loss assessors, claims investigators, lawyers and other professionals, other service providers and government bodies. When doing so, Assetinsure will take reasonable steps to ensure the privacy of personal information is protected.

Assetinsure will also take reasonable steps to protect personal information it holds from misuse and loss, and from unauthorised access, modification or disclosure.

Assetinsure acknowledges individuals can request access to personal information held by Assetinsure. In this respect we will comply with the **National Privacy Principles**. Requests for access should be in writing. If the response to a request for access to personal information will take an extended period of time, Assetinsure will inform the individual of any likely delay.

There are special rules applicable to employee records. A company will not be required to comply with the Privacy Act in relation to the handling of "employee records" in matters directly related to a current or former employee. Nevertheless the use of employee records for commercial purposes unrelated to the employment of the individual is subject to the new privacy controls.

Problems or complaints in relation to privacy and personal information should at first instance be referred to Assetinsure's General Counsel for resolution. If this is unsuccessful the matter may be referred to the Privacy Commissioner.

If an individual thinks any information we hold about him or her is inaccurate that individual should contact Assetinsure's General Counsel on (02) 9251 8055 and we will take reasonable steps to ensure that it is corrected.

Peter Wedgwood
Chief Executive Officer

Gregor Pfitzer
Chief Operating Officer