



## SSWS Privacy Policy

- **PURPOSE**  
The purpose of this Policy is to provide a framework which ensures that our clients personal information is protected.
- **SCOPE**  
This policy applies to all personal information collected from our clients.
- **OBJECTIVES**  
The objectives of this Policy are to:
  - \* Provide details of how the Company will deal with personal information of clients
  - \* Provide staff with guidelines outlining their responsibilities under this policy
- **POLICY**

### ***Application***

While Southern States Wastewater Systems Pty Ltd is exempt from The Privacy Amendment (Private Sector) Act 2000 under section 6D of the Act, we have chosen to comply with the Australian National Privacy Principles out of respect for the personal information of our clients, staff and other stakeholders and in recognition of good business practice.

### ***Information We Collect***

We will not normally collect personal information other than your name, address, phone number, phone, fax, email.

In visiting our website, we may also place a cookie on your computer through your web browser. A cookie is a small data file that is sent from our webserver and stored on your computer's hard drive. The cookie is not linked to your personal information and cannot be used to identify you. Its only purpose is to enable our systems to recognise your browser and provide you with a better interaction with our website, but may limit your experience and access on the site.

### ***Use and Disclosure of Personal Information***

Your personal information will only be used for what it was collected for. When you request further information from us, we may pass your contact details on to one of our sales representatives.

Other than this, your personal information will not be shared, sold or given to any third parties without your request, consent, unless required or authorised under the exemptions set out in the Privacy Amendment (Private Sector) Act 2000.



## ***Quality of Personal Information***

- **PRIVACY POLICY**

Our aim is to ensure that your personal information is accurate, complete and up to date. To help us with this please contact us if any of the information you have provided changes. We will take reasonable efforts to correct the data.

## ***Personal Information Security***

Southern States Wastewater Systems is committed to keeping the data you provide us secure, and we will take reasonable steps to protect your personal information from unauthorised loss, misuse, modification or disclosure.

## ***Access to Personal Information***

You can request us to provide access to the personal information that we hold about you. To request access, please contact us directly.

## ***Emails***

Emails we receive from you will only be used for the purposes given and are subject to the conditions set out in this privacy policy. Due to the nature of email, sending personal information in an email remains entirely at your own risk and Southern States Wastewater Systems will not be responsible for any unauthorised use and disclosure of this information.

## ***Links***

The SSWS website contains links to third party websites. Please be aware that Southern States Wastewater Systems are in no way responsible for the privacy practices on these sites.

We reserve the right to change this Privacy Statement at any time. It is advisable to review this Privacy Statement periodically for changes. Further information on the Privacy Act and the National Privacy Principles can be found on the Australian Privacy Commissioner's website at [www.privacy.gov.au](http://www.privacy.gov.au)

For more information, please contact Southern States Wastewater Systems Pty Ltd.  
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Email: [sales@ssws.com.au](mailto:sales@ssws.com.au)

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**Southern States Wastewater Systems Pty Ltd**

**Call 1300 667 417**