

BELL GROUP PRIVACY POLICY

This is the Privacy Policy of the Bell Group. The Bell Group comprises numerous entities, including Bell Potter Securities Limited (AFSL 243 480 ABN 25 006 390 772), Bell Potter Capital Limited (ABN 54 085 797 735), Bell Potter Nominees Limited (AFSL 269278 ACN 088899601), BPC Securities Pty Ltd (AFSL 297851 ACN 072910966) and their related bodies corporate. In this Privacy Policy, “the Bell Group”, “we”, “our” and “us” mean any or all members of the Bell Group as the context requires. We abide by the National Privacy Legislation.

If you want more information about this Privacy Policy or if you want to inquire about any of your personal information, or if you believe your personal information is inaccurate, incomplete or out-of-date, contact us.

In this Privacy Policy, all references to “contact us” are invitations to contact our Privacy Officer – contact details appear at the end of this Privacy Policy.

You can obtain more information about privacy from the Privacy Commissioner’s website at <http://www.privacy.gov.au>

NOT PROVIDING YOUR PERSONAL INFORMATION

If you do not give us your personal information, we may not be able to provide products and services to you.

COLLECTING YOUR PERSONAL INFORMATION

Personal information is information that can identify you.

We must obtain personal information about you so we can provide products and services to you, provide information and marketing material to you and satisfy certain legislative and regulatory requirements.

The main ways we may collect personal information about you are:

1. if you subscribe to our information service;
2. if you register with our registration service;
3. if you give information or other material to any member of the Bell Group; or
4. if the information is provided to us by a third party.

If you wish to unsubscribe to our information or registration service, contact us in writing requesting to be removed from our database. We do not collect sensitive information.

USING AND DISCLOSING YOUR PERSONAL INFORMATION

We will only use or disclose personal information we collect as permitted by the National Privacy Legislation.

Your personal information may be transferred to our authorised representatives or other businesses to ensure that you receive personal and tailored service. We may also disclose your personal information to external contractors for the purpose of providing Bell Group information to you.

We will use our best endeavours to ensure that each of our authorised representatives and the businesses that we deal with adhere to the National Privacy Legislation. If you have any concerns about this, contact us.

Specific requirements apply to the collection, use and disclosure of your personal information for credit reporting purposes.

PROTECTING YOUR PERSONAL INFORMATION

We take reasonable steps to protect your personal information from misuse, loss, unauthorised access, modification and disclosure. However, none of the Bell Group or its directors, officers, employees or agents guarantees the security of your personal information.

ACCESSING YOUR PERSONAL INFORMATION

You may request access to your personal information. Access to your personal information is not the same as access to a file that we maintain as part of our business processes, nor does it necessarily include all information that we may have collated in relation to you.

We will grant you access to your personal information within 14-44 days of receiving your written request subject to us receiving written evidence of your identity and the exceptions provided for in the National Privacy Legislation.

If we deny you access to your personal information, we will give you the reason for the denial.

We may charge you a reasonable fee for providing access to, or copies of, your personal information.

EXTERNAL WEBSITES

Our website contains references or links to other websites. Those references or links may in turn refer or link to other references or links. None of the Bell Group, or its directors, officers, employees or agents are responsible for any privacy policies or practices of any of those external websites.

CHANGES TO PRIVACY POLICY

We may change this Privacy Policy from time to time.

PRIVACY COMPLAINTS

If you believe your personal information is not properly protected, or there has been a breach or potential breach of this Privacy Policy or the National Privacy Legislation, contact us and request that your complaint be directed to the Privacy Officer.

We intend to respond to complaints within 7 business days of receiving your written complaint, although it could take longer for us to respond in complex matters. We will use our best endeavours to resolve any complaint to your satisfaction. However, if you are unhappy with our response, you can contact the Privacy Commissioner.

CONTACT DETAILS

Privacy Officer	William Cole
Address	Level 29, 101 Collins Street Melbourne VIC 3000
Email	wcole@bellpotter.com.au or info@bellpotter.com.au
Telephone	03 9235 1817
Facsimile	03 9256 8707