



## **Privacy Policy**

### **Introduction**

Since 1964 Derivan has been committed to providing the education and arts sector with the worlds finest quality acrylic colours and mediums. As a leader in their field, they focus on providing education and training in the use of these materials to get the best result.

### **Purpose**

Derivan Pty Ltd seeks to protect the privacy of individuals through the protection of personal information in accordance with all relevant Privacy Principles.

### **Policy**

This policy sets out how Derivan Pty Ltd collects, uses and discloses personal information, as well as how individuals may access their personal information.

### **Definition**

Personal Information - is information or an opinion that identifies an individual. Examples of Personal Information include: names, addresses, email addresses, phone and facsimile numbers

### **General**

#### **Identification**

As a general practice, information regarding students, consultants, contractors, customers or staff is not disclosed to a third party without that individual's consent. In the case of an emergency or in exceptional circumstances such as a legal requirement, the CEO or a delegated officer, at his or her discretion, may authorise the release of personal information.

#### **Access and Security of Personal Information**

Derivan Pty Ltd has in place mechanisms and normal administrative practices which allow the routine handling of requests for access to information, such as invoices, certification or for alterations to information such as changes of address.

An individual may request access to their personal information or for their personal information to be amended so that it is accurate, complete and not misleading.

When your personal information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your personal information. However, most of the personal information is or will be stored in client files.

**Privacy Policy Enquiries** If you have any queries about our Privacy Policy please contact our office at: Derivan Pty Ltd 23 Leeds St Rhodes (02) 97362022 or email [derivan@derivan.com.au](mailto:derivan@derivan.com.au)

## **Privacy Principles**

### **Collection**

Derivan Pty Ltd will only collect personal information directly from the individual reasonably necessary for the purpose it is being collected. The method of information collection will be lawful, fair and not unreasonably intrusive.

The individual will be informed as to why their personal information is being collected, what will be done with it, the consequences of not supplying it (if any) and their right of access to, and correction of, the information.

### **Use and Disclosure**

Derivan Pty Ltd will not use personal information for any purpose (the secondary purpose) other than the primary purpose of collection, unless it could be reasonably expected to be used for the secondary purpose and the individual has consented.

### **Data Quality**

Derivan Pty Ltd will take reasonable steps to ensure personal information is accurate, complete and up-to-date.

### **Security**

Derivan Pty Ltd is committed to effectively and respectfully managing personal information. Our administrative and record management systems, emails and other electronic data storage are current, accurate and stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure thereby meeting legal, evidential and accountability requirements

### **Access and Correction**

An individual has the right of access to their personal information, unless there is a threat to life or health or other people's privacy, the request is frivolous or vexatious, there are legal proceedings in train, negotiations would be prejudiced, access is unlawful, denying access is required or authorised by law, it would prejudice investigation of an unlawful activity or law enforcement or for national security reasons. If access is denied then a reason will be given.

**Identifiers**

Government identifiers such as Medicare numbers or Tax File numbers will not be used as a Derivan Pty Ltd identification number.

**Online Activities**

While users of Derivan Pty Ltd website are covered by the same privacy principles, Derivan Pty Ltd will take the following further steps to protect personal information:

- We will destroy all identifying credit card numbers and expiry dates after the transaction has been completed.
- We will not use credit card details for any other purpose. However, we do retain your name and address to ensure all transactions are processed correctly and the appropriate service is delivered. From time to time we may use the name and address to inform you of new publications or information.

**Remarketing**

Derivan Pty Ltd uses remarketing strategies to advertise online. Third-party vendors may show our advertisements on websites across the internet. They also use cookies to serve advertisements based on someone's past visits to our website.