



ADELAIDE  
PACKAGING  
SUPPLIES

Unit B, 5 Butler Blvd  
Burbridge Business Park  
Adelaide Airport, SA 5950

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SA 5950

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W www.adpack.com.au  
ABN 68 054 508 637

## **Quality Packaging Solutions**

### **ADELAIDE PACKAGING SUPPLIES PRIVACY POLICY**

Adelaide Packaging Supplies Pty Ltd ACN 054 508 637 ("Adelaide Packaging Supplies") is committed to protecting the privacy of information supplied by individuals or organisation's in accordance with the Privacy Act 1988 as amended (Cth) and the Australian Privacy Principles. This Privacy Policy explains how Adelaide Packaging Supplies collects, stores, uses or discloses any personal information and what steps Adelaide Packaging Supplies take to comply with privacy laws.

#### **Collection and Use of Personal Information**

Adelaide Packaging Supplies will usually only collect personal information about you directly which is necessary for it to:

- establish and administer your accounts;
- provide services or products to you;
- access certain portions of its website;
- request certain features
- assess whether you are eligible for our services;
- business planning (in addition, as Adelaide Packaging Supplies continues to develop its business, it may sell, buy, merge or partner with other companies or businesses. In such transactions, Personal Information may be among the transferred assets);
- provide the services you require or request
- provide you with technical support or updates regarding the products or services;
- comply with the law.

Adelaide Packaging Supplies may collect this personal information from:

- Your requests for products or services;
- You accessing certain portions of its website at [www.adpack.com.au](http://www.adpack.com.au) ("the Website");
- Your participation in contests, message boards and chat rooms or other interactive areas of the Website;
- The use of electronic tools that may be transparent to you to collect information about you when you access the Website;

Adelaide Packaging Supplies may also collect information about you indirectly, including from:

- Its employees, agents, contractors or suppliers;
- The Website;
- Publicly available sources of information

This information may include details such as:

- Name
- Contact address
- Account numbers
- Email address
- Payment information
- Credit information
- Usage data
- Internet Service Provide details
- Passwords

In most cases, the primary purpose for which Adelaide Packaging Supplies need personal information will be apparent from the context in which it collects it. If this is not the case, Adelaide Packaging Supplies will take steps to specify our purpose(s) at, or as soon as possible after, the time of collection.

#### **How Adelaide Packaging Supplies gather and use non-personal information provided by you**

Non-personal Information may be used in many ways. For example, Adelaide Packaging Supplies may combine information about your usage patterns with similar information obtained from other users to help enhance our site and services (e.g to learn which pages are visited most or what features are most attractive). Non-personal Information may occasionally be shared with our advertisers and business partners. Again, this information does not include any Personal Information about you or allow anyone to identify you individually.



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## **Quality Packaging Solutions**

### **Children**

Adelaide Packaging Supplies do not knowingly collect or solicit Personal Information from or about children under 16 except as permitted by law. If Adelaide Packaging Supplies discovers it has received any Personal Information from a child under 16 in violation of this policy, Adelaide Packaging Supplies will delete that Personal Information immediately. If you believe Adelaide Packaging Supplies have any Personal Information from or about anyone under 16, please contact us at the address listed above.

### **Disclosure of Personal Information**

Generally, Adelaide Packaging Supplies will only use personal information for the primary purpose for which it has been collected, or for closely related business purposes. Adelaide Packaging Supplies may also use personal information to send you information about our activities, or goods and services which Adelaide Packaging Supplies deem may be relevant or useful to you.

Any information that Adelaide Packaging Supplies supply to an outside source will be strictly limited to what is required to provide the service or comply with the law.

### **Promotional and Marketing Activities**

Adelaide Packaging Supplies may use personal information to advise the individual concerned of new services and marketing initiatives we it believes may be of interest to you including, newsletters, promotional information and general information about Adelaide Packaging Supplies.

### **Access/Correction of Your Personal Information**

You are entitled to request access to your personal information Adelaide Packaging Supplies have on record at any time. If you believe that the information Adelaide Packaging Supplies have is inaccurate, incomplete or out of date, please contact us via email at [sales@adpack.com.au](mailto:sales@adpack.com.au) to request the correction of your records.

### **Security of your Information**

Adelaide Packaging Supplies takes all appropriate measures to prevent the unauthorised use, access, modification or disclosure, of your information. In particular, it will take reasonable steps to ensure that your Personal Information is protected from misuse, loss, unauthorised access, modification or disclosure including use of a Secure Server.

### **Enquiries & Complaints**

If you require any further information regarding the storage, handling or disclosure of your personal information, Adelaide Packaging Supplies are happy to answer any questions or to address any complaints. Email us at [sales@adpack.com.au](mailto:sales@adpack.com.au) and Adelaide Packaging Supplies will respond to your enquiry promptly.