

**Collection Notice**  
**TDJ Australia Pty Ltd**

This Collection Notice sets out the matters described in Australian Privacy Principle (**APP**) 5.2 (as part of the *Privacy Act 1988 (Cth)*) as they relate to TDJ Australia Pty Ltd ACN 006 385 191 (which, for the purpose of this Collection Notice includes any of its Related Bodies Corporate, as that term is defined in the *Corporations Act 2001 (Cth)* (**TDJ, we, us, our**), when we collect personal information about you.

**1 Purpose of Collection**

We collect personal information primarily to:

- establish and maintain your relationship with us, including in some cases by disclosing your name and address (as required by law, such as to government authorities and agencies) and providing you with information necessary to allow you to remain in contact with TDJ;
- provide the products or services you have requested from us and to keep a record of them;
- provide credit to you or your business, which may include disclosures to credit reporting agencies or bodies;
- answer any inquiry you make;
- to register you for events or promotions; or
- assist us to make our services and products more valuable or useful to you.

TDJ will also use your personal information to send direct marketing to you. Our Privacy Policy sets out the types of direct marketing that we may send you.

We may otherwise use your personal information to comply with any law, and to comply with any lawful request of a law enforcement agency or government authority.

Where possible, we will provide you with a choice to opt-out of any of the above and any of our marketing activities. We will respect your request to decide whether or not to receive these marketing communications.

**2 Type of personal information collected and consequences if personal information is not collected**

The types of personal information that we collect and hold about you will vary depending on your dealings with us.

This information may include any or all of the following:

- name,
- address(es), telephone number(s), email address and other contact details;
- associated company name(s), position, occupation and other business details;
- bank account and credit card details; and
- transaction details relating to your use of our products, services or benefits.

We will also collect your date of birth and driver's licence number where required (for example, to comply with age restrictions or in order to verify your identity when applying for credit terms, etc).

You do not have to provide us with any of your personal information, however if you do not do so we may not be able to product, service, information or benefit you have requested from us.

**3 How we collect personal information**

In the course of providing you with products and services, TDJ collects personal information in a variety of ways. Unless it is unreasonable or impracticable to do so, we collect your personal information from you directly, including by using cookies on our website, or:

- when you personally submit information through a TDJ website;
- in person
- when you apply for credit terms
- when you enter into a promotion conducted by us or a third party;
- when you complete a survey;
- in the course of us providing you with a requested product or service; or
- when you have other dealings with us.

TDJ may also collect personal information about you from our business partners who may partner with TDJ for promotional activities other third parties who supply services to TDJ.

If we collect personal information about you from a third party, the time of collection, or as soon as practicable after we have collected it, we will take such steps as are reasonable in the circumstances to notify you of the collection and of any matters relevant to the collection. We will do this any time that we collection personal information about you, unless it is obvious from the circumstances that you would know or would expect us to have the information.

#### **4 Sharing of your personal information**

TDJ may also disclose your personal information to third parties who work with us in our business to provide, promote or improve the products or services you have requested or are interested in, such as manufacturers and suppliers, couriers and delivery contractors, marketing consultants and promotions companies, website hosts and consultants and professional advisers.

We may disclose your personal information to these third parties so that they can assist us with providing the best possible service to you.

Those companies will be permitted to access only the personal information they need to deliver the service to TDJ or to you. TDJ takes reasonable steps to ensure that these organisations are bound by confidentiality and privacy obligations in relation to the protection of your personal information.

TDJ is unlikely to disclose your personal information to recipients in other countries.

The privacy and collection practices of entities to which we disclose personal information are governed by their own privacy policies and collection notices.

We will not otherwise disclose information about you unless the disclosure:

- is required or authorised by law; or
- you have consented to our disclosing the information about you.

#### **5 Privacy Policy**

TDJ understands that you value your privacy and wish to have your personal information kept secure. For these reasons, we place a high priority on the security of the personal information that we hold. TDJ has developed a Privacy Policy to inform you of how we manage your personal information and maintain its integrity and security.

TDJ's Privacy Policy is available for you to access on our Website and can be accessed at [www.tdj.com.au/privacy](http://www.tdj.com.au/privacy).

Our Privacy Policy contains information about how you may access the personal information that we hold about you and seek the correction of such information, if you believe it to be incorrect.

The Privacy Policy also contains information about how you may complain about a breach of the APPs and how we will deal with such a complaint.

#### **6 Contact Us**

Our contact details in respect of any issues in relation to privacy are:

**Telephone** 03 8587-8888

**Email** [privacy@tdj.com.au](mailto:privacy@tdj.com.au)

**Post** Attn: Privacy Officer

PO Box 883

BRAESIDE VIC 3195