

## PRIVACY STATEMENT

In the course of our business of marketing, selling and servicing Teletypewriters (TTY's), Assistive Listening Devices (ALD's) and other products, Printacall collects personal information from it's customers and potential customers in order to facilitate communications with them and distribution of product information and newsletters regarding our products and services that may be of interest to our customers and potential customers. The information is also used in conducting our own administration and operations, including accounting and record keeping.

The personal information which we collect includes names and addresses and, in the case of customers, details of products and services supplied.

Such information is recorded in one or more databases of:

- Our customers who have bought equipment or services, some of whom have lodged warranty cards with us.
- Persons who have asked to go onto our mailing list for product information and newsletters.
- Businesses, organisations and government bodies, and individuals connected with them, whose details have been compiled from telephone directories or subsequent telephone contact.

***We regard our database contents as confidential to Printacall and our staff is instructed to preserve such contents as confidential.***

We do not disclose personal information to any outside third party unless:

- it is contracted to us to produce printing and mailing services, and in such cases we require the third party to be bound by similar privacy rules to our own;
- required by law to do so; or
- consent is given by the person about whom the information is held.

You may at any time, on request, have access to the personal information we hold about you and you may ask us to correct or update it.

Please let us know if you do not wish to receive marketing information or if you would like a copy of our Privacy Policy.