



## **Privacy Policy**

**Date of Issue: 19 April 2018**

Mezzanine Insurance privacy policy is documented as follows:

### **Your Privacy and Mezzanine Insurance**

Your privacy is important, and Mezzanine Insurance is committed to protecting any personal information you give us. With the privacy laws in effect from December 2001, this policy explains what information we collect from you, how we collect and use that information, and how your privacy is safeguarded.

### **Information we collect**

Mezzanine Insurance needs to collect personal information from you to provide you with financial services and products. As we are required pursuant to the Corporations Act to collect sufficient information to ensure appropriate advice can be given in respect of recommendations made to our clients, if you elect not to provide us with the personal information required, we may not be able to assist you with our services.

We will not collect, use or disclose information about your racial or ethnic origin, political opinions, memberships of a political association, religious beliefs or affiliations, philosophical beliefs, memberships of a professional or trade association or trade union, sexual preferences or practices, criminal record or health information unless you have given us express consent to do so or unless it is required by law.

### **How we collect information**

Mezzanine Insurance collects personal information when you complete an insurance proposal, application or questionnaire or when you give us information by telephone or internet, or through your accountant or lawyer.

### **Use and disclosure of information**

The information you give us is strictly confidential for use within Mezzanine Insurance. We will not reveal, disclose, sell, distribute, rent, licence, share or pass your information to third parties, other than to service providers such as insurance providers - as may be necessary for you to receive services from us. We may also provide your information to your accountant or lawyer when required to implement general insurance advice, or on request. Mezzanine Insurance may also use your personal information to communicate with you about your general insurance policies and to tell you about new products and services that may be useful to you. While some communications are required by law, if you prefer we can remove your name from our mailing list for additional information. If you wish us to remove your name, please contact us (details follow). We will not use your information for any other purpose than is specified here unless you have consented or it is for another related purpose that is within your reasonable expectations.

### **Access to your personal information**

Generally, you may access any personal information that Mezzanine Insurance holds about you by contacting us (a fee may apply). In specific circumstances, Mezzanine Insurance may be unable to provide access to your personal information; if so, we will explain why.

### **Contacting Mezzanine Insurance**

To update your information, remove your name from our mailing list, access your information or if you have an inquiry or complaint, please contact us on 02 6189 1050 or write to Mezzanine Insurance at PO Box 745 Dickson ACT 2602.

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