

Overview

Cor Cordis is committed to providing a high quality service, which includes protecting your privacy in accordance with the Commonwealth Privacy Act 1998 and the National Privacy Principles. This statement discloses the practices of Cor Cordis in relation to the collection, use, disclosure and access with respect to personal information that is collected by Cor Cordis.

This statement should be read carefully. Should you have any queries, please contact the Managing Partner, Bruno Secatore bsecatore@corcordis.com.au who will personally contact you to address your issues.

Collection & Use of Information

Cor Cordis collects personal information that will enable Cor Cordis to:

- 1) respond to your queries;
- 2) provide you with services and advice; or
- 3) comply with its statutory obligations and responsibilities with respect to formal insolvency appointments, in accordance with the Corporations Act and Bankruptcy Act.

Generally, the type of personal information collected by Cor Cordis includes your name, gender, address, contact details and financial circumstances.

Cor Cordis collects personal information in the following manner:

- 1) directly from you (including information provided on the Cor Cordis website);
- 2) third parties, such as credit assessment agencies
- 3) information available in the public domain

Cor Cordis will not sell, rent, trade or otherwise disclose personal information provided by you to third parties without your consent. An exception to this circumstance is where Cor Cordis is obligated to do so by law.

Reasonable steps are taken by Cor Cordis in to ensure personal information it collects, uses or discloses is accurate, complete and up-to-date. To ensure the accuracy of personal information collected by Cor Cordis, please advise if you are aware of any errors in the information held by Cor Cordis or whether your details require updating.

You are within your rights not to provide Cor Cordis with your personal information, however the consequences of this may be:

- 1) it may prevent Cor Cordis from adequately responding to your queries
- 2) it may prevent Cor Cordis from providing you with an adequate service or advice
- 3) Cor Cordis may rely on personal information about you from third parties and/or the public domain

Cor Cordis Website

Our Service Provider may make a record of your visit to the Cor Cordis website, including your server address, pages accessed, domain name, date and time of visit. This information is