



SERVING SOUTH AUSTRALIA SINCE 1957

PRIVACY POLICY

At Hartley Glass Pty Ltd protecting your privacy and the confidentiality of your personal information is important. Hartley Glass Pty Ltd is subject to the National Privacy Principles ("NPPs") under the Privacy Act 1988 (Cth). The following Privacy Policy explains how Hartley Glass Pty Ltd manages and protects the privacy of your personal information under the NPPs.

How Hartley Glass Pty Ltd collects your personal information

Generally, Hartley Glass Pty Ltd will collect personal information directly from you, when you deal with Hartley Glass Pty Ltd by telephone, letter, fax or email. Hartley Glass Pty Ltd usually collects information such as your name, address, contact number and email address.

Hartley Glass Pty Ltd will sometimes collect other personal information such as credit card details etc. In the event of this Hartley Glass Pty Ltd will inform the customer as how that information will be stored and used.

How Hartley Glass Pty Ltd uses your personal information

Hartley Glass Pty Ltd uses personal information for the primary purpose for which it was collected, or for secondary purposes which are related to the primary purpose. Generally, Hartley Glass Pty Ltd uses personal information for the following purposes:

- to provide products or services that have been requested;
- to assist in the management and improvement of products and services, including analysis of future client needs;
- to communicate with you;
- to undertake marketing activities.

Hartley Glass Pty Ltd may disclose your personal information for the purpose which was either specified or reasonably apparent at the time when the information was collected. Depending on the circumstances, Hartley Glass Pty Ltd may disclose personal information to:

- our service providers and specialist advisers;
- our insurers;
- any person with a lawful entitlement to obtain the information.

If Hartley Glass Pty Ltd engages a third party contractor to perform services which involves handling personal information Hartley Glass Pty Ltd requires the contractor to comply with the National Privacy Principles. Hartley Glass Pty Ltd also takes reasonable steps to prohibit the contractor from using personal information except for the purposes for which it was supplied.

Retention & Disposal

Hartley Glass Pty Ltd protects your personal information from loss, misuse, modification and disclosure. Hartley Glass Pty Ltd uses industry standard safeguards to ensure the security of your personal information through physical, electronic and managerial procedures.

When Hartley Glass Pty Ltd no longer requires your personal information Hartley Glass Pty Ltd securely destroys the information and deletes it from its systems.

Accessing and Updating Personal Information

All personal information can be access and updated at any time just contact our office.

NEW GLASS
& GLAZING

DOMESTIC

COMMERCIAL

GLASS REPLACEMENT
24 HOURS 7 DAYS

INSURANCE WORK

NO OBLIGATION
QUOTATIONS

CONSULTATIONS ON
GLAZING CODE

SAFETY GLASS

GLASS ROOFS

SHOP FRONTS

MIRRORS

BALUSTRADES

PARTITIONS

TABLE TOPS

CONSERVATORIES

LEADLIGHTS

