

## **PRIVACY POLICY**

**BILATON PTY LTD** trading as **L.C. Loynes & Associates** and **International Cargo Solutions** respects and is committed to protecting your privacy. Our Privacy Policy explains how L.C. Loynes & Associates and International Cargo Solutions collects, uses, discloses, and protects your personal information.

### **Collection of Information**

The kinds of personal information we collect and store will depend on what products and services you request from us. However, it may include (amongst other things):- Personal information such as name, address, telephone numbers, email address; communications between you and us; and transactional information about your use of products and services.

No personal information is collected when you browse anonymously on our website. Personal information is only collected when you make an enquiry.

### **Exchange of Personal Information with Third Parties**

The primary purpose in collecting your information is to fulfil our business commitment of providing services to you. L.C. Loynes & Associates and International Cargo Solutions do not sell personal information to third parties.

Your personal information will be shared with third parties that we have contracted to provide services to you. L.C. Loynes & Associates and International Cargo Solutions do not permit third parties to use information about you for any other purpose than to perform the services that we have contracted with them to provide. All suppliers, agents and third party companies operate under a Compliance Agreement with us.

If you are applying for a credit account with us, we may share your personal information with your referees for credit assessment purposes, credit reporting agencies or debt collection agencies.

L.C. Loynes & Associates and International Cargo Solutions will not, without your consent, disclose personal information for any purpose (a Secondary purpose) other than for the main purpose (Primary purpose) of fulfilling our business commitments to you, except where: -

- It is required or authorized by law or for purposes of law enforcement and matters directly related to law enforcement or the prevention of unlawful activity;
- The Secondary Purpose is related to the Primary purpose (or directly related when sensitive information is involved) and there is a reasonable expectation that we would use or disclose the information in the circumstances.

### **Links to other websites**

The L.C. Loynes & Associates website includes links to third-party websites. These sites are governed by their own privacy statements and L.C. Loynes & Associates and International Cargo Solutions are not responsible for their operations, including but not limited to their information practices. Users submitting information to or through these third-party websites should review the privacy statements of these sites before providing them with personally-identifiable information.

### **Storage and Security of Personal Information**

L.C. Loynes & Associates and International Cargo Solutions are committed to dealing with your personal information with high standards of information security. We use computer safeguards such as firewalls and data encryption, we enforce physical access controls to our buildings and files, and we authorise access to personal information only to specific employees who need it to fulfil their job responsibilities.

Information collected is kept for as long as it is needed to provide services requested by you and to meet any legal obligations for record keeping. When your information is no longer needed for these purposes we will securely destroy any information held about you.

### **Updating your Personal Information and Complaint Resolution**

L.C. Loynes & Associates and International Cargo Solutions attempt to ensure that all personal information collected and stored is correct and accurate. If you wish to access and/or correct any information held by us please email [loynes@loynes.com.au](mailto:loynes@loynes.com.au). For any issues or concerns associated with privacy, please contact us at:

Privacy Officer

Bilaton P/L

PO Box 1389

Toombul, QLD 4012

### **Liability Disclaimer**

L.C. Loynes & Associates and International Cargo Solutions will use all reasonable endeavours to protect and keep confidential any personal information that it holds on clients. If confidential or personal information is accessed by a third party, whether by negligence or otherwise of Bilaton Pty Ltd, its agents, suppliers, contractors, affiliates or associated parties, to the extent permitted by law, Bilaton Pty Ltd is not liable for any loss, damage, costs, liability or other form of contribution.

L.C. Loynes & Associates and International Cargo Solutions reserves the right to amend this Privacy Policy at any time and will place any such amendments on the website. This Privacy Policy is not intended to, nor does it, create any contractual rights whatsoever or any other legal rights, nor does it create any obligations on L.C. Loynes & Associates or International Cargo Solutions in respect of any other party or on behalf of any party.