

Privacy Policy

Protecting your privacy and the confidentiality of your personal information is extremely important to us. This Privacy Policy is for customers of Edward L Cummings T/As Edlins/Edlins of Canberra/ Edlins Auctions collectively Edlins. Edlins is committed to protecting your privacy when you purchase our products and services and when you use our website.

The purpose of this Privacy Policy is to explain:

- the application of this Privacy Policy
- the kind of information Edlins may collect about you, how we collect it, and how we use it
- how we may disclose that information
- how you can access the information we hold about you
- when we may use your information to contact you
- the protection of your personal information.
- how you can make a complaint.

1. Application of this Privacy Policy

The Edlins Privacy Policy applies to personal information collected by Edlins, whether we have asked for the information or not. Edlins is governed by the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Commonwealth).

Edlins will review this policy regularly, and may update it from time to time. If we make changes, we will post those changes on our website.

2. Collection and use of personal information

2.1 Why we collect personal information

Edlins collects personal information about you:

- **because we need it to provide a product or service that you have requested**, for example, if you have requested information from our website.
- **because you work for us**, or apply to us for a job or for work experience

2.2 How we collect information

Broadly, there are two types of information or data we collect:

Information that you specifically give us

For example, you may provide information about yourself when you are filling in a form. This type of information may include your home address, business address, telephone number, business telephone number, email address and date of birth. The information that you give us may be:

- **Personal information that is required.** In some instances, you must provide personal information if you wish to use a particular service, purchase or sell Precious Metal to or from us or participate in an activity.
- **Personal information that is optional.** You may choose to provide some personal information which is not required but is directly related to Edlins functions or activities. Usually this type of information will enable Edlins to improve or broaden the services we can offer you. If you choose not to provide this optional information, we would still be able to offer you the service, but perhaps with fewer options than if you had provided the optional information. For example, if you tell us you are interested in purchasing specific Precious Metals, we may be able to provide you with specific items that match your interests. If you provide us with unsolicited information that we do not require or which is not directly related to Edlins functions or activities, Edlins may be required to destroy or de-identify that information, provided it is lawful and reasonable to do so.
- **Permissions.** Sometimes you will be asked to confirm that you agree to a particular activity. For example, you may need to expressly agree that you would like to receive a newsletter or to confirm that you agree to our terms and conditions.

You may be able to make changes to the information you provided us (for example, if you change your email address) or withdraw the permission you gave us for a particular service. We will make it clear how you do that.

Data we collect that tracks your activity

The data regarding your use of ours and any associated websites may be linked to personal information you have chosen to share with us when you register. Most Internet browsers automatically accept cookies. However, you can instruct your browser, by editing its options, to stop accepting cookies or prompt you before accepting a cookie from the sites you visit.

A cookie is a small information file sent to your computer, mobile or other device when you visit a website. It recognises your device on future visits. These types of files help us remember your visits to this website, assisting us in improving your site experience. Apart from the cookies that help us remember your browsing preferences, language, or search parameters, another type of performance cookies collects anonymous information on how people use the site. We use third party services such as Google and Analytics to merge this data with other users to enable us to improve how this site operates. This stored data does not save any personal details that might identify you. We use these cookies to collect information about your browsing habits in order to make our products and services relevant to you and your interests.

This website does not collect personally identifiable information about individuals except when such individuals specifically provide such information on a voluntary basis.

3. Disclosure of personal information

3.1 Disclosure of personal information to third parties

Edlins may disclose your personal information to third parties for the following purposes:

- to provide the service you wish to use;
- to customise and promote Edlins services which may be of interest to you;
- to provide technical support to you to use Edlins services;
- if permitted or required by law; or
- otherwise with your consent.

In many cases, Edlins imposes contractual restrictions equivalent to those imposed on Edlins under the Privacy Act in respect of collection and use of personal information by those third parties. In some cases, Edlins ability to impose contractual restrictions is limited. In those circumstances, Edlins will carefully consider the risks to the protection of personal information when entering into arrangements with third parties.

These third parties may be located in Australia or overseas.

Edlins may also disclose your personal information (excluding sensitive information about you) to third parties for the purposes of direct marketing Edlins services including catalogues, information about promotions, news and other information about our website, products, services.

You will be able to opt-out of direct marketing at any time if you so choose.

Under no circumstances will Edlins sell or receive payment for licensing or disclosing your personal information.

4. Accessing your personal information

You have the right to request access to personal information that is held by Edlins about you.

You also have the right to request the correction of any of your personal information that Edlins holds. Edlins will take reasonable steps to make appropriate corrections to personal information so that it is accurate, complete and up-to-date. To seek access to, or correction of, your personal information please contact Edlins as follows:

By email: edlinswarehouse@gmail.com

By telephone: 02 6248 7859

By mail: Edlins GPO Box 289 Canberra ACT 2601

5. Use of your personal information to contact you

We will never knowingly send you unsolicited commercial electronic messages. More information on the Spam Act 2003 is available from the regulator's website: www.acma.gov.au/spam

We may use information that we know about your likes and interests to tell you about other Edlins products and services. We may know about your likes and interests because you have provided that information.

6. Protection of your personal information

Edlins has implemented appropriate physical, electronic and managerial security procedures in order to protect personal information from loss, misuse, alteration or destruction. Edlins regularly reviews security and encryption technologies and will strive to protect information to the fullest extent possible.

We encourage you to be vigilant about the protection of your own personal information when using third party digital services.

7. Credit card information

Your credit card details are NOT stored on our internet servers. Credit card payments are currently processed manually rather than electronic, the imprinted record will be stored by Edlins for the period that financial records are required to be retained.

8. Purchases using Bank Deposit

If you wish to pay an invoice via Internet Banking our Banking Details are printed on the invoice. Please note if our bank account details change we will, we will notify you by letter, phone call or in person, but never by email.

9. Making a Complaint

If you have a complaint about the way we handle your personal information, you may contact the Office of the Australian Information Commissioner by calling them at 1300 363 992, making a complaint online at www.oaic.gov.au or writing to the Office of the Australian Information Commissioner, GPO Box 5218 Sydney NSW 2001.

10. Privacy and Change of Control

In the event that Edlins goes through a business transition, such as a merger, being acquired by another company, or selling a portion of its assets, users' personal information will, in most instances, be part of the assets transferred.

11. Linked sites

This website may contain links to other sites. We are not responsible for the privacy practices or the content of such web sites. We encourage you to read the privacy statements of any linked sites as their privacy policy may differ from ours.