

## **Privacy Policy**

This Privacy Policy briefly explains how QPF manages the personal information that we collect, use and disclose and how to contact us if you have any queries. This Privacy Policy is intended to be read subject to any overriding provisions of law or contract.

### **Personal Information:**

Personal information is information or an opinion, in any form and whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion.

### **Type of Information Collected by QPF:**

The kinds of personal information we collect and store about our customers include (amongst other things):

- personal information you give us as part of applying for finance. This information may include your name, address, telephone number, email address, date of birth, finance history, income, tax details, default history and any other relevant information.
- communications between you and us and the finance service provider.

### **How your personal information will be used**

We collect your personal information so that we can use it for our functions and activities which include, amongst other things:

- assisting you to apply for a financial product;
- to keep you informed of our services;
- to facilitate contact with you;
- confirming your identity (eg. when you wish to use our products or services);
- addressing any feedback or complaints or queries you may have;
- any purposes for which it was requested and directly related purposes, monitoring and developing, improving and marketing our products and services; and
- to comply with any mandatory requirement of law.

### **Disclosure of Personal Information to third parties**

The organisations to which we disclose personal information include:

- to finance providers
- to others that you have been informed of at the time any personal information is collected from you;
- our related companies, business associates and others for purposes directly related to the purpose for which the personal information is collected;
- organizations involved in a transfer/sale of all or part of our assets or business
- to our professional advisors, relevant contractors and service providers and other direct marketing agencies
- to any entity to which we are required or authorised by or under law to disclose such information

## **Collection of other information**

If you visit our website, some of the information we and/or our contractors/service providers may collect about your visit to our website is not personal information because it does not reveal your identity. Information we may gather when you visit our website includes your server address, the date and time of your visit, the pages you accessed, the information you downloaded and the type of Internet browser you used.

## **Access and correction of your personal information**

You have a right to access your personal information, subject to some exceptions allowed by law. If you would like to do so, please let us know in writing

## **Help us to keep your information up to date**

It is important to us that the personal information we hold about you is accurate, complete and up to date. However, the accuracy of that information depends to a large extent on the information you provide. That is why we recommend that you:

- Let us know if there are any errors in your personal information; and
- Keep us up to date with changes to personal information such as your name or address.

You can update your details at any time by contacting us directly. (Link to Contact Us page)

## **Other website matters**

- **Security**

When you use the Internet, you are using facilities that are beyond our control and there are risks associated with transferring data.

Any personal information that we hold about you in our computer systems is made more secure from unauthorised access by a range of internal security mechanisms and procedures.

If you become aware of any security breach, please let us know as soon as possible.

- **Third Party Web Pages**

Our website may also contain links to third party websites that we do not operate or control. Please note that we are not responsible for the privacy or security practices of those websites and that those sites are not covered by this Privacy Policy. Third party websites may have their own privacy and security policies, which we encourage you to read.

## **Updates to Privacy Policy**

We may amend this Privacy Policy from time to time. If we do so, we will post the amended Privacy Policy on our website so that you will always be aware of how we manage your personal information.