

PRIVACY POLICY

OneSource Services takes the privacy of their clients very seriously; discretion is their priority. Please note that by law, we are not bound by the requirements set out in the *Privacy Act 1988*, and thus have devised our own Privacy Statement as stated below, to which we are fully committed.

Where possible, we will collect information directly from you. This would typically be via email, phone or the contact form on our website. We will only request information that is relevant to the provision of our service to you. This will include, but is not limited to: your full name, your home or work address, email address and phone number. We will never, at any time, sell your personal information.

Your personal information will be treated with the utmost discretion and we make every effort to store data as safely and securely as our up to date systems allow.

By supplying this data, you agree that from time to time we may contact you with relevant news or simply to keep in touch, no more frequently than weekly.

Should you at any time wish to know what information we have about you, or have any other queries or concerns, please contact us and we will get back to you as soon as possible.

If the information contained within the documents provided to **OneSource Services** is of a sensitive nature, we are more than happy to enter into a Confidentiality Agreement with the parties involved to put your mind at ease. Please contact us at admin@onesourceservices.com.au to arrange for one to be drawn up and executed.