

O TEK Important Privacy and consent information:

Background

O TEK Australia Pty Ltd complies with the Privacy Act 1988 which is effective from 21 December 2001.

This statement tells you how O TEK Australia Pty Ltd, ABN 32054371596 collects, uses and discloses personal information and what we expect of you.

“Personal information” is information about and which identifies individuals.

It is important that you read, understand and agree to the following

What O TEK does:

We collect personal information to be able to provide our various services.

These include consulting and other forms of related services.

O TEK also uses it to help to develop and identify the need for specific products and services for our clients, areas where O TEK can facilitate the introduction of other specialist service providers and administer alliances and other arrangements with organizations in relation to the promotion, administration and use of our respective products and services.

For more information on O TEK services please [click here](#) or contact us on the number below.

O TEK discloses personal information to third parties that we believe is necessary to assist us in providing our services.

For example, in managing our clients’ needs O TEK may provide information to other parties who assist us with the provision of our services.

If O TEK is not permitted to provide required information, O TEK or any other service provider may not be able to provide appropriate services.

O TEK limits the use and disclosure of any personal information provided by us to third parties to the specific purpose for which it was supplied (except as otherwise consented to by the individual / company).

O TEK takes reasonable steps to ensure that personal information is accurate, complete, and up-to-date whenever we collect, use or disclose the information.

What we expect of you:

When you provide O TEK with personal information about other individuals, O TEK relies on you to have made them aware that you will or may provide their information to us, the purposes O TEK uses it for, the types of third parties O TEK discloses it to and how they can access it (as described in this document).

If it is sensitive information OTEK relies on you to have obtained their consent to the above.

If you have not done either of these things, you must tell us before you provide the relevant information.

If OTEK gives you personal information, you and your representatives must only use it for the purposes agreed to.

Where relevant, you must meet the requirements of the National Privacy Principles set out in the Privacy Act 1988 or any approved privacy code, when collecting, using, disclosing and handling personal information on our behalf.

You must also ensure that your agents, employees and contractors meet the above requirements.

Contacting us or opting out:

If OTEK sends you any information about services or products, or you do not want OTEK to disclose your personal information to any other organization (including related bodies corporate) you can opt out by contacting OTEK as detailed below or by clicking on this link - [Unsubscribe](#).

If you would like a copy of the OTEK Privacy Policy or would like to gain access to your personal information or you want OTEK to correct or update it please contact OTEK Australia during business hours as follows:

E-mail: marketing@otek.com.au

Web: www.otek.com.au

Telephone: 011 61 (03) 9525 5155

Fax: 011 61 (03) 9593 8555

Mail: OTEK Australia Pty Ltd
Level 1 / 222 St Kilda Road
St Kilda, Victoria, Australia, 3182

If you do not notify OTEK before next dealing with us, you confirm agreement to the above on your own behalf and / or on behalf of those that you represent.