

Privacy Policy

Effective Date
12 March 2014

MyState Wealth Management ('MyState Wealth Management', 'we', 'us', 'our'), a registered business name of Tasmanian Perpetual Trustees Limited (ABN 97 009 475 629 AFSL 234630 Australian Credit Licence Number 234630) and any subsidiary is bound by the Australian Privacy Principles under the *Privacy Act 1988 (Cth)* (Privacy Act). We are also bound by Division 3 of Part IIIA of the Privacy Act, which regulates the handling of credit information, credit eligibility information and related information by credit providers.

This Privacy Policy outlines how we deal with your personal information (including credit-related information), as well as our legal obligations and rights as to that information. If we agree with you to use or disclose any of your personal information in ways which differ to those stated in this Privacy Policy, the provisions of that agreement will prevail to the extent of any inconsistency.

1. Key types of information

Certain words have special meanings when used in this Privacy Policy. These are shown below.

“Personal information” means information or an opinion about an individual who is identified, or who can reasonably be identified, from the information. Although we try to make sure that all information we hold is accurate, “personal information” also includes any inaccurate information about the individual.

“Credit eligibility information” means information that has been obtained from a credit reporting body, or that has been derived from that information, that is about an individual’s credit worthiness.

“Credit information” means personal information that includes the following:

- Information about an individual, like their name and address, that we may use to identify that individual;
- Information about an individual’s current or terminated consumer credit accounts and, from 12 March 2014, an individual’s repayment history;
- The type and amount of credit applied for in any previous consumer or commercial credit applications to any credit provider, where that credit provider has requested information;
- Information about an individual from a credit reporting body;
- Information about consumer credit payments overdue for at least 60 days and for which collection action has started;
- Advice that payments that were previously notified to a credit reporting body as overdue are no longer overdue;

- Information about new credit arrangements an individual may have made with a credit provider, in relation to consumer credit currently or previously held, to deal with any defaults or serious credit infringements by that individual;
- Information about court judgments which relate to credit that an individual has obtained or applied for;
- Information about an individual on the National Personal Insolvency Index;
- Publicly available information about an individual's credit worthiness; and
- An opinion of a credit provider that an individual has committed a serious credit infringement of credit provided by that credit provider.

We may not hold all of these kinds of information about a particular individual. However, if we hold any of these kinds of information, it is protected as “credit information” under this Privacy Policy.

“Credit-related information” means credit information, credit eligibility information and related information.

2. Collection

Wherever possible, we will collect personal information (including credit information) directly from you. This information will generally come from what you provide in your application for one of our products or services and supporting documentation.

We only ask for personal information relevant to our business relationship with a customer. When you apply for one of our products or services, we may request:

- Identifying information, like your name, address and other contact details and your date of birth;
- Information about your financial position, like your income, expenses, savings and assets and any (other) credit arrangements;
- Your employment details;
- Your tax file number; and
- Your reasons for applying for a product or service.

We may also collect personal information (including credit-related information) about you from third parties, such as any referees that you provide, your employer, other credit providers and third party service providers including credit reporting bodies. Credit reporting bodies collect credit information about individuals which they provide as credit reports to credit providers and others in the credit industry to assist them in managing credit risk, collecting debts and other activities.

You represent that, if at any time you supply us with personal information about another person (for example a referee or a person to whom a payment is to be directed), you are authorised to do so. You agree to inform that person who we are, and that will use and disclose their personal information for the purposes set out in this Policy and that they can gain access to that information.

From 12 March 2014, you can also ask a credit reporting body, through contact details on their website, not to use or disclose your personal information if you believe on reasonable grounds that you have been or are likely to be a victim of fraud, including identity fraud.

Some information is created through our internal processes, like credit eligibility scoring information.

We may arrange for all phone calls to be recorded for training and quality assurance purposes. Account transaction and administration instructions accepted via recorded phone access may be retained for record keeping purposes.

As a provider of designated services as defined in the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*, the collection by us of some information to verify your identify and address is required by that Act. Without the collection of this information we may not be able to provide you with the product or service for which you apply.

3. Use

We may use your personal information (including credit-related information) for the purpose of providing products and services to you and managing our business. This may include:

- Assessing and processing your application for the products and services we offer;
- Establishing and providing our systems and processes to provide our products and services to you;
- Executing your instructions;
- Charging and billing;
- Uses required or authorised by law;
- Maintaining and developing our business systems and infrastructure;
- Research and development;
- Collecting overdue payments due under our credit products;
- Managing our rights and obligations regarding external payment systems; or
- Direct marketing.

In general, we do not use or disclose your personal information (including credit-related information) for a purpose other than:

- A purpose set out in this Privacy Policy;
- A purpose you would reasonably expect;
- A purpose required or permitted by law; or
- A purpose otherwise disclosed to you to which you have consented.

4. Disclosure

We may disclose your personal information (including credit-related information) to other organisations, for example:

- Our related companies;
- External organisations that are our assignees, agents or contractors;
- External service providers to us, such as organisations which we use to verify your identity, payment systems operators, mailing houses and research consultants;
- Insurers and re-insurers, where insurance is provided in connection with our services to you;
- Superannuation funds, where superannuation services are provided to you;
- Other financial institutions, for example, when you apply for a loan from another credit provider and you agree to us providing information;
- Credit reporting bodies, including disclosing that you are in default under a credit agreement or commit a serious credit infringement, if that is the case;
- Lenders' mortgage insurers, where relevant to credit we have provided;
- Debt collecting agencies, if you have not repaid a loan as required;
- Our professional advisors, such as accountants, lawyers and auditors;
- State or territory authorities that give assistance to facilitate the provision of home loans to individuals;
- Certain entities that have bought or otherwise obtained an interest in your credit product, or that are considering doing so, and their professional advisors;
- Your representative, for example, lawyer, mortgage broker, financial advisor or attorney, as authorised by you; or
- If required or authorised by law, to government and regulatory authorities.

We will take reasonable steps to ensure that these organisations are bound by sufficient confidentiality and privacy obligations with respect to the protection of your personal information.

We will not directly disclose your personal information overseas, including your credit information and credit eligibility information.

Where we are required to provide your information to other organisations in the provision of services, such as insurers, lenders' mortgage insurers or other entities necessary in the provision of our products or services, your personal information may be disclosed overseas, including your credit information or credit eligibility information. You will be provided with information on their Privacy Policy as part of the disclosure material supplied.

5. Sensitive information

Where it is necessary to do so, we may collect personal information about you that is sensitive. Sensitive information includes information about an individual's health, and membership of a professional or trade association.

Unless we are required or permitted by law to collect that information, we will obtain your consent. However, if the information relates directly to your ability to meet financial obligations that you owe to us, you are treated as having consented to its collection.

6. Refusal of credit applications

We may refuse an application for consumer credit made by you individually or with other applicants. Our refusal may be based on credit eligibility information obtained from a credit reporting body about either you, another applicant or another person proposed as guarantor. In that case, we will give you written notice that the application has been refused on the basis of that information. We will tell you the name and contact details of the relevant credit reporting body and other relevant information.

7. Security

We take all reasonable steps to ensure that your personal information (including credit-related information), held on our website or otherwise, is protected from:

- Misuse, interference and loss; and
- Unauthorised access, disclosure or modification.

We ask you to keep your passwords and personal identification numbers safe, in accordance with our suggestions.

When we no longer require your personal information (including when we are no longer required by law to keep records relating to you), we take reasonable steps to ensure that it is destroyed or de-identified.

8. Website

This section explains how we handle personal information and credit information collected from our website. If you have any questions or concerns about transmitting your personal information via the internet, you may contact our Privacy Officer, whose details are in section 15 of this Privacy Policy, as there are other ways for you to provide us with your personal information.

Visiting our website

Anytime you access an unsecured part of our website, that is, a public page that does not require you to log on, we will collect information about your visit, such as:

- The time and date of the visit;
- Any information or documentation that you download
- Your browser type; and
- Internet protocol (IP) details of the device used to access the site.

It is necessary for us to collect your IP address for your interaction with various parts of our website. Your IP address is the identifier for your computer when you are using the Internet. For instance, we collect and store your IP address when you log into Internet Banking. As part of our security, we use this information when we attempt to detect and prevent fraudulent transactions in online access. We store your IP address for security and audit purposes. Your IP address will not be used by us or released to any third party except in the case of security, inappropriate behaviour or fraud issues, such as unauthorised access to your or our computer systems or fraudulent transactions.

Our website also includes a number of calculators, which may require you to enter your personal details. If you save the data you enter on the calculator, this information will be stored.

Cookies

A “cookie” is a small text file which is placed on your internet browser and which we may access each time you visit our website. When you visit the secured pages of our website (ie pages that you have to provide login details to access) we use cookies for security and personalisation purposes. When you visit the unsecured pages of our website (ie public pages that you can access without providing login details) we use cookies to obtain information about how our website is being used.

You may change the settings on your browser to reject cookies, however doing so might prevent you from accessing the secured pages of our website.

Email

When we receive emails, we will retain the content of the email and our response to you where we consider it necessary to do so.

Your email address will only be used or disclosed for the purpose for which it was provided. It will not be added to any mailing lists or used for any other purpose without your consent.

Security

We use up-to-date security measures on our website to protect your personal information and your credit information. Any data containing personal, credit or related information which we transmit via the internet is encrypted. However, we cannot guarantee that any information transmitted via the internet by us, or yourself, is entirely secure. You use our website at your own risk.

Links on our website

Our website may contain links to third party websites. The terms of this Privacy Policy do not apply to external websites. If you wish to find out how any third parties handle your personal information or credit information, you will need to obtain a copy of their privacy policy.

9. Access

You may request access to the personal information (including credit-related information) that we hold about you at any time from our Privacy Officer whose details are in section 15 of this Privacy Policy.

We will respond to your request for access within a reasonable time. If we refuse to give you access to any of your personal information, we will provide you with reasons for the refusal and the relevant provisions of the Privacy Act that we rely on to refuse access. You can contact our Privacy Officer if you would like to challenge our decision to refuse access.

We may recover the reasonable costs of our response to a request for access to personal information.

10. Accuracy

We take reasonable steps to make sure that the personal information (including credit-related information) that we collect, use or disclose is accurate, complete and up-to-date. However, if you believe your information is incorrect, incomplete or not current, you can request that we update this information by contacting our Privacy Officer whose details are in section 15 of this Privacy Policy.

11. Marketing

We may use your personal information, including your contact details, to provide you with information about products and services, including those of third parties, which we consider may be of interest to you. We are permitted to do this while you are our customer, and even if you are on the Do Not Call Register.

We may also provide your details to other organisations for specific marketing purposes.

We will consider that you consent to this, unless you opt out. You may opt out at any time if you no longer wish to receive marketing information or do not wish to receive marketing information through a particular channel, like email. In order to do so, you will need to request that we no longer send marketing materials to you or disclose your information to other organisations for marketing purposes. You can make this request by contacting our Privacy Officer whose details are in section 15 of this Privacy Policy, or by ‘unsubscribing’ from our email marketing messages, which always include an unsubscribe option.

To help us reach the right people with our credit direct marketing, we may ask a credit reporting body to “pre-screen” a list of potential recipients of our direct marketing against our eligibility criteria to remove recipients that do not meet those criteria. From 12 March 2014, the credit reporting body cannot use information about your existing loans or repayment history in carrying out its pre-screening and it must destroy its pre-screening assessment once it has given us, or a contractor acting on our behalf, the list of eligible recipients. From 12 March 2014, if you do not want your credit information used for pre-screening by a credit reporting body that holds credit information about you, you can opt-out by informing that credit reporting body, whose contact details are on their website above.

12. Changes to the Privacy Policy

We may make changes to this Privacy Policy from time to time (without notice to you) that are necessary for our business requirements or the law.

Our current Privacy Policy is available on our website mystate.com.au/wealth-management.com.au, by calling 1300 651 600 or by visiting a MyState Wealth Management office.

13. Questions & Concerns

If you have any questions or concerns about this Privacy Policy, or our handling of your personal information (including credit-related information), please contact our Privacy Officer

whose details are in section 15 of this Privacy Policy. You can also contact the Privacy Officer if you believe that the privacy of your personal information has been compromised or is not adequately protected.

Once a request has been lodged, the Privacy Officer will respond to you as soon as possible. We will aim to deal with your question at the source of your concern.

14. Our Complaint handing procedures

We understand that sometimes you may feel unhappy with some aspects of our products and services. If you have a concern or complaint, we have a clear process to receive, respond to and resolve it.

Please give us the opportunity to listen and resolve your concern or complaint.

If a product or service does not meet your expectations, we want to know about it. Your feedback is important to us and it provides us with the opportunity to continually improve our services.

We are committed to resolving customer concerns and complaints in a timely and professional manner.

Making a Complaint

Be prepared

Before you contact us be prepared with any supporting documents or evidence you think will help clarify your concern. When you make your complaint, be clear about what has happened and what you would like us to do.

Contact us in person or via phone

If you have a complaint or concern you should first contact us on 1300 651 600 or call into your nearest MyState Wealth Management office. In most situations we will be able to resolve the matter at that time. If we are unable to resolve the matter they will follow up with the appropriate area and keep you advised of the progress whilst the matter is being investigated.

Write to us

You may also raise your concerns by completing the 'Complaint Form' in the 'Resolving your Complaints' brochure available at any MyState Wealth Management office or by calling 1300 651 600, or documenting separately the details of your complaint and handing it in at your nearest MyState Wealth Management office or mailing it to us. All relevant supporting documentation should be included.

Written complaints can be forwarded to:

Complaints Officer
MyState Wealth Management
GPO Box 1274
HOBART TAS 7001

You can also email your complaint or concern to
mycomplaint@mystate.com.au

What you can expect from MyState Wealth Management

Our aim is to respond to your complaint promptly and resolve it quickly. This can often be done when you first contact us, either by phone, or in person at a MyState Wealth Management office.

If we cannot resolve your concern or complaint immediately, we will continue to investigate the situation promptly, and will try to resolve the problem within 21 days. If we need more information or more time to investigate we will write to you advising that it will take longer. In no case will we allow a complaint to remain unresolved longer than 45 working days without a written response.

What if you are not satisfied with our response

On occasions, you may remain dissatisfied with our response. The next step is to ask for the matter to be reviewed by a Senior Manager of MyState Wealth Management. Please ensure that you include your customer number on your request, and provide the reason why you are dissatisfied with the initial response and the outcome you are seeking to resolve the dispute.

We will respond within 14 days of receipt of your request, or contact you to advise that the investigation will require additional time. Please forward your request to:

Complaints Officer
MyState Wealth Management
GPO Box 1274
Hobart TAS 7001

You can also email your request to:
mycomplaint@mystate.com.au

If we cannot resolve the issue to your satisfaction

If, despite everyone's best efforts to reach a positive outcome, you remain dissatisfied with MyState Wealth Management's response, you may wish to have the matter investigated by someone other than MyState Wealth Management.

Should you remain unhappy with our final response, you have the right to have your claim dealt with by the Financial Ombudsman Service (FOS). Tasmanian Perpetual Trustees

Limited is a member of FOS, an external dispute resolution scheme approved by the Australian Securities and Investments Commission. FOS is an independent organisation offering free and accessible dispute resolution services to financial services consumers across Australia.

The Financial Ombudsman Service can be contacted by:

Phone 1300 780 808
Fax 03 9613 6399
Post GPO Box 3 Melbourne VIC 3001
Email info@fos.org.au
Web www.fos.org.au

If you have a complaint or concern about the collection or use of your personal information or a breach of privacy and we are unable to resolve your dispute, the matter can be referred to the Federal Privacy Commissioner who may investigate your complaint further.

They can be contacted by:

Phone 1300 363 992
Fax 02 9284 9666
Post Office of the Australian Information Commissioner
GPO Box 5218, Sydney NSW 2001
Email enquiries@oaic.gov.au
Web www.oaic.gov.au

The Australian Securities and Investments Commission (ASIC) www.asic.gov.au also has an Infoline 1300 300 630, which you may use to make a complaint and obtain information about your rights. Alternatively, you can detail your complaint in an email to infoline@asic.gov.au.

To find out more, call MyState Wealth Management on 1300 651 600 or visit your local office.

15. Privacy Officer

Our Privacy Officer's contact details are:

Address MyState Wealth Management
GPO Box 1274
Hobart TAS 7001
Phone 1300 651 600
Email wealth@mystate.com.au

16. Disclaimer

This Privacy Policy is provided for the purposes of information only. While we have taken care to ensure that it is accurate and current, we provide no guarantee as to its accuracy or currency. We accept no liability for loss or damage suffered as a result of reliance on the information provided in this Privacy Policy.

How to contact MyState Wealth Management

1300 651 600

mystate.com.au/wealth

Mail: MyState Wealth Management

GPO Box 1274

Hobart Tasmania 7001

Email: wealth@mystate.com.au

MyState Wealth Management is a registered business

name of Tasmanian Perpetual Trustees Limited

ABN 97 009 475 629

AFSL 234630

Australian Credit Licence Number 234630

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ABN 26 133 623 962