

**JAY V PTY LTD (ACN 165 831 765)**  
**as trustee for the Vrdoljak Family Trust**  
**trading as Melbourne Refrigeration & Catering Equipment ABN 84 180 632 675**  
**(MRCE)**

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**PRIVACY POLICY**

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MRCE operates the website <https://melbournerefrigeration.com.au/> (**the Website**).

MRCE may from time to time, alter the terms of this privacy policy in response to new laws, technologies and business practices.

Please review this policy periodically to check for changes. The latest version of the policy governs the way MRCE stores and uses the information held by it.

MRCE is committed to respecting the privacy of our users. The following policy outlines how personal information received by MRCE will be dealt with.

In this privacy policy, "us", "we" or "our" means MRCE.

**A. Information Protection Principles**

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1. MRCE will take reasonable steps to implement the principles contained in the *Privacy Act 1988*. Melbourne Refrigeration must not do anything, or engage in any practice, that contravenes any information protection principles contained in the *Privacy Act 1988*.
2. MRCE will use its best endeavours that any information received is disposed of securely, that the information is protected against loss, unauthorised access, use, modification or disclosure, etc.
3. MRCE will use its best endeavours to ensure that all reasonable measures are taken to prevent unauthorised use or disclosure of the information.
4. MRCE will make appropriate amendments (whether by way of corrections, deletions or additions) to ensure that the personal information is accurate, and relevant, up to date, complete and not misleading.
5. MRCE will not use the information for a purpose other than that for which it was collected.
6. For the purposes of this privacy policy, "personal information" means information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion.

**B. Information Melbourne Refrigeration collect**

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7. MRCE may collect personal information from you in the course of your use of our Website.
8. We collect the following types of information:
  - a. Information supplied directly from you to us;
  - b. Information collected concerning your use of our Website and cookies from your computer, which enable us to customise your Website experience; and
  - c. Network and intellectual property information relating to how you access our service,

including Intellectual Property addresses, dates and times, and pages visited.

### **C. How Melbourne Refrigeration collect information**

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9. The purpose for which we collect personal information is:
- a. to provide you with the best service experience possible on the Website;
  - b. to assist us in supplying services to you; and
  - c. to gather information regarding your use of this Website.

Some provision of personal information is optional. However, if you do not provide us with certain types of personal information, you may be unable to enjoy the full functionality of the Website.

10. We may collect your personal information:
- a. directly from you, either in person or over the phone;
  - b. when you place an order via the Website;
  - c. when you interact with the Website; or
  - d. from other sources.

11. We will collect your personal information directly from you unless it is impracticable to do so. This would usually be done through the Website when you elect to disclose your personal information to us for a particular purpose.

12. Your personal information will not be collected if you are only browsing the Website but we do use cookies to better tailor our information and our services to meet your needs.

### **D. Disclosure of Information**

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13. We disclose personal information only to our service providers who assist us in operating the Website and delivering our services on a confidential basis.

14. MRCE may provide information to third parties:
- a. engaged by MRCE to perform functions on its behalf, such as supply, marketing, research, mailouts and advertising;
  - b. authorised by you to receive information held by us; and
  - c. as authorised or required under any law.

15. MRCE may share usage information about visitors to, and users of our website to our advertising and analytics partners for the purpose of targeting advertising and collecting usage statistics. You agree that we will be entitled to track, and make a record of, your activity on our website.

16. You agree that MRCE may share information about you with other users of our website, provided that information has been made available in a public part of our website.

17. It may be necessary to disclose information to entities outside Australia for the purpose of delivering our services to you, for example data may be stored on servers located overseas. We will take reasonable steps to ensure that such disclosure is in accordance with the Australian Privacy Principles.

### **E. Third Party Content**

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18. From time to time we may include links to third party content on our website. We do not have any control over or take any responsibility for the privacy practices of third parties and you access such content at your own risk. We encourage you to access the third parties' privacy

policies.

## **F. Security**

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19. Melbourne Refrigeration has safeguards and security measures in place to protect your personal information from unauthorised access. We update our security with the advancement of technology. Melbourne Refrigeration cannot guarantee that the data transmission over the internet is totally secure however Melbourne Refrigeration will strive to ensure security of the personal information collected.

## **G. Access and Correction**

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20. National Privacy Principle 6 of the Australian Privacy Principles as outlined in the *Privacy Act 1988* allows you to have access to, and correct, the personal information we hold about you in certain circumstances. If you would like to obtain such access, please contact us on the details below.

## **H. Contacting Melbourne Refrigeration**

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21. If you have any queries regarding the way we collect, store, manage or disclose information, please contact our management via email at [sales@melbournerefrigeration.com.au](mailto:sales@melbournerefrigeration.com.au).