



Issue Date: 29 Sept 2004 Version: 2	GH-GEN-D-951
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Print Date: 05/05/2010

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Privacy Statement - Suppliers

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Protecting your Privacy - Our Suppliers

Godfrey Hirst Australia Pty Ltd ACN 000 849 758 and its subsidiaries are committed to the privacy of all individuals with whom it deals. From 21 December 2001, Godfrey Hirst Aust Pty Ltd and its Australian subsidiaries are bound by the Privacy Act 1988 (Aust) and have chosen to comply with the National Privacy Principles. From 1 January 2004, Godfrey Hirst Carpets of Canada Limited is bound by the Personal Information Protection and Electronic Documents Act (Can) and has chosen to comply with the National Standard of Canada Entitled Model Code for the Protection of Personal Information. For your information, Godfrey Hirst sets out below the Godfrey Hirst Group's policies on handling personal information.

Your Personal Information

Personal information held by Godfrey Hirst may include your name, date of birth, current and previous addresses (home and business), telephone/mobile phone numbers, facsimile numbers, email addresses, bank account details, occupation, offices held in companies, tax file number, information held as a result of credit checks, records of communications between you and Godfrey Hirst relating to goods and services supplied to Godfrey Hirst and details of your supplier history with Godfrey Hirst.

If you choose not to provide personal information, we may not be able to utilise your goods or services or provide timely payment.

Collection of Personal Information

Godfrey Hirst collects personal information in a number of ways, including:

- Directly from you or your representatives, when you provide information in documents, as tenders or invoices, or by phone
- From credit providers, credit reporting agencies contacted by us in the course of carrying our credit checks or verifying information provided by you
- From publicly available sources of information
- From our own records of your supplier history

Use of Personal Information

Godfrey Hirst respects your privacy, so we do not trade, rent or sell your personal information to any third parties. The primary purpose for which we use your personal information is to administer our dealings and potential dealings with you in a timely manner. In the course of dealing with you, your personal information may be used to:

- Administer and manage those dealings, including arranging for provision of goods or services, processing and paying invoices
- Conduct appropriate checks for credit worthiness and for fraud
- Investigating any problems in relation to your goods and/or services
- Maintain and develop our business systems and infrastructure including testing and upgrading of these systems

Your personal information may also be used to invite your involvement with future project or provision of goods or services in the future. If you do not wish us to contact you regarding future potential dealings, please contact our Privacy Manager (contact details below).

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Disclosure of your Personal Information

For the above purposes we may disclose your personal information to organizations outside Godfrey Hirst, including:

- Contractors and service providers to whom we may outsource the services we provide including:
 - Account payment
 - Project management
 - Mailing systems
 - Transport services
 - IT services

(Any disclosure is limited to that required to provide you with the services we have outsourced and any party to whom we outsource is required to comply with all relevant laws including any relevant privacy legislation)

- Your representatives (eg. legal advisers)
- Our professional advisers, including our accountants, auditors and lawyers
- Government and regulatory authorities and other organizations as required or authorised by law
- Organisations involved in:
 - A transfer/sale of all or part of our assets or business (including accounts and trade receivables)
 - Managing our corporate risk and funding functions (eg securitisation)

Accuracy of Information

Godfrey Hirst takes all reasonable precautions to ensure that the personal information collected, used and disclosed is accurate, complete and up-to-date. However, the accuracy of the information depends largely on the information provided to us by you. Accordingly we request that you:

- Let us know of any errors in your personal information; and
- Keep us up-to-date with any changes in your personal information.

In most cases we will amend inaccurate, incomplete or out-of-date information. In some cases it is necessary for us to keep a record of what we know or understand to be correct at a particular time. However, in those circumstances, if you request, we will take reasonable steps to associate with the relevant record of your personal information a statement to the effect that you claim the information is inaccurate, incomplete or out-of-date.

Access to your Personal Information

Generally, you have a right to access your personal information. Godfrey Hirst will handle all requests for access to personal information held by Godfrey Hirst Aust Pty Ltd and its Australian subsidiaries in accordance with the National Privacy Principles, and held by Godfrey Hirst Carpets of Canada Limited in accordance with the Canadian Model Code for Protection of Personal Information. If you would like to access your personal information, please advise us in writing. We will acknowledge all requests within 14 days of receipt and respond within 30 days. In respect to Australian requests, Godfrey Hirst reserves the right to charge a fee for searching for and providing access to your information.

Contact Us

If you have any queries or complaints in relation to privacy, please contact us in writing or by phone to:

Privacy Manager
Godfrey Hirst Aust Pty Ltd
7 Factories Road
South Geelong Vic 3220 Australia
Phone: +613 5225 0286 Fax: +613 5221 5409



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Email: privacy.complaints@godfreyhirst.com