

## **DNA SOLUTIONS PTY. LTD. PRIVACY POLICY**

DNA Solutions Pty. Ltd. is committed to respecting the privacy of our clients by complying with the regulations set forth in the Privacy Amendment (Private Sector) Act 2000. This Privacy Policy applies to all personal information that DNA Solutions Pty. Ltd. may collect and disclose, whether that information is manually or digitally processed. Please do not hesitate to contact us with any queries or concerns that relate to this privacy policy.

### ***Collection***

DNA Solutions Pty. Ltd. only collects personal information that is necessary for our functions and activities as a DNA testing laboratory. If you participate in any of the testing services offered by DNA Solutions Pty. Ltd., we will collect some personal details and may generate some personal genetic information.

DNA Solutions Pty. Ltd. does not usually collect any personal information when users visit our website. Should we wish to collect personal information about users (such as name, contact information, or other registration information) via the internet, then we will operate by these principles:

1. We will expressly ask you for the personal information;
2. When we ask you for the personal information, we will tell you how we intend to use that personal information if you choose to give it to us. For instance, we may wish to use that personal information to:
  - a. Identify who we are communicating with;
  - b. To discuss your particular case with you.
3. We intend to keep track of the domains from which people visit us, but this monitoring does not identify individual users. We analyze this data for trends and statistics.

### ***Disclosure***

DNA Solutions Pty. Ltd. does not sell nor disclose any client information to third parties or contractors without the clients' consent, unless permitted under the National Privacy Principles or otherwise required by law.

### ***Data Integrity***

DNA Solutions Pty. Ltd. only uses personal information necessary to perform the services requested by the client. We take reasonable steps to ensure that all personal information held is accurate, complete, and up to date. Clients should promptly notify

DNA Solutions Pty. Ltd. if any personal information held is incorrect or out of date. Occasionally, clients provide more personal information than is necessary for that purpose. In such cases, DNA Solutions Pty. Ltd. identifies and utilizes the required information only. The rest of the data remains secure and unused; all files and archived files are stored in a secure facility and on a secure server.

### ***Data Security***

DNA Solutions Pty. Ltd. treats all personal information as confidential. We have a secure facility and a secure server and internet transmission and take all reasonable steps to ensure that your personal information is protected from unauthorized access, modification, or disclosure.

DNA Solutions Pty. Ltd. staff are required to sign a strict and detailed confidentiality agreement in relation to the personal information that they will have access to. All staff take reasonable steps to protect the personal information we hold from misuse and loss and from unauthorised access, modification, or disclosure. In general, we treat all personal information as confidential and handle personal information with care and only for authorized purposes.

DNA Solutions Pty. Ltd. will continue to develop and monitor security measures in order to decrease the risk of unauthorized access to personal information. We will continue to engage information technology (IT) support to maintain computer and network security including access control for authorised users, data integrity checks, network intrusion systems, host intrusion detection systems, and expert monitoring. Staff must check the identity of callers before giving personal information over the telephone.

### ***Access to Personal Information***

Clients seeking access to their personal information that DNA Solutions Pty. Ltd. has received from its clients should contact the client directly. DNA Solutions Pty. Ltd. is happy to provide access to such personal information, to any interested party, providing the appropriate identification is made available and the client consents to the release of information.

### ***Online Links to Third Party and Co-Branded Sites***

DNA Solutions Pty. Ltd. may establish relationships with business partners that allow visitors to our internet sites to link directly to sites operated by these partners. Some of these sites may be “co-branded” with our logo; however, these sites may not be operated or maintained by or on our behalf. These sites may collect personal information from you that may be shared with us. This privacy policy will apply to any personal information DNA Solutions Pty. Ltd. obtains in this manner.

DNA Solutions Pty. Ltd. is not responsible for the content or practices of web sites operated by third parties that are linked to our sites. These links are meant for the user's convenience only. Links to third party sites do not constitute sponsorship, endorsement,

or approval by DNA Solutions Pty. Ltd. of the content, policies, or practices of those third party sites. Once you have left our site via such a link, you should check the applicable privacy policy of the third party.

### ***Review of Compliance***

DNA Solutions Pty. Ltd. will review its compliance with the National Privacy Principles on a regular basis and will amend the Privacy Policy when required.

### ***Queries or Complaints***

If you have any queries or complaints about the way DNA Solutions Pty. Ltd. handles your personal information, please do not hesitate to contact us.

If you have any concerns or queries about privacy issues after reading this policy, or if you become aware of a potential breach of privacy, please contact us immediately.