



## GJC BUILDERS (VIC) PTY LTD PRIVACY POLICY

### IMPORTANT INFORMATION REGARDING THE USE OF THIS WEBSITE.

GJC Builders is committed to ensuring the privacy of your personal information and this privacy notice is designed to tell you which information we collect from you, how this information may be used and how it is protected.

### COLLECTION AND USE OF PERSONAL INFORMATION

GJC Builders limits its requests for information to what is required to ensure accurate service. Most of the information we collect is very basic and is needed to complete a purchase or provide a refund. Examples of user information that may be collected may include your name, address, telephone number, e-mail address, credit-or debit-card information, a description of the item requested or purchased and the IP address of your computer.

### INFORMATION VOLUNTARILY PROVIDED.

There are times when you may provide information to us voluntarily. This occurs when you provide your feedback to us through e-mails, return forms, letters or telephone calls. We use this information to respond to your query and to keep track of customer feedback.

### MARKETING INFORMATION.

GJC Builders does not sell or otherwise share your personal information with anyone else, such as advertising agencies or marketing companies. We only send marketing information to those customers who specifically sign up for our mailing list. Customers can opt-out of receiving information by using the "unsubscribe" option in any marketing e-mail that they receive.

Google and Adobe will use this information on behalf of the operator of this website for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing them other services relating to website activity and internet usage.

### DISCLOSURE AND RETENTION OF PERSONAL INFORMATION.

GJC Builders will share your personal information internally with those staff members who need it to complete your purchase or carry out your instructions regarding the receipt of marketing information.



We will not disclose your personal information to any third party without your written consent unless required to do so by law.

GJC Builders keeps your personal information for only as long as required to fulfil the purpose for which it was collected. In some cases, such as credit- or debit-card purchases, we are required by law to keep your personal information for a specified period of time. For those customers who have registered for the mailing list, their personal information is kept until we are notified that they no longer want their information stored.

## ACCURACY AND PROTECTION OF PERSONAL INFORMATION.

GJC Builders relies on our customers to notify us of any changes in personal information. Should inaccurate information come to our attention, we will investigate and correct the information and, if necessary, advise you of the change. Only those staff members who need your personal information in order to respond to your requests are given access to it. Employees are provided with training and information regarding the proper handling of personal information. All information stored in our computer system is protected from unauthorized access and information that is stored in document form is kept in secure locations to prevent access by unauthorized persons.

## TRANSACTION SECURITY.

In order to make every effort to ensure that your experience at store.puma.com is secure, we use encryption technology to protect you against the loss, misuse or alteration of your personal information. When you fill out any contact forms or access your account, a secure server encrypts all of your information through the use of Secure Socket Layers (SSLs).

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