

PRIVACY POLICY

Last Updated: 4 September 2025.

1. Overview

- (a) The Trustee for J&M Print Services Unit Trust (trading as **Print Effect, we, our, and/or us**) provides professional printing, installation, and associated services. These include small format printing, large format printing, transport, retail display, asset protection, point of sale, and custom design (our **Services**).
- (b) Our services are available via our website located at [insert URL](#) (the **Website**) by email, or through direct consultation. You can learn more about consultation on the Website [here](#).
- (c) We are committed to protecting the privacy of individuals we interact with in connection with the provision of our Services and in the operation of our business.
- (d) We will handle Personal Information that we collect or obtain from you (**you, your**) in accordance with this Privacy Policy (**Policy**). Although we are not bound by the *Privacy Act 1988* (Cth) (**Privacy Act**) and the Australian Privacy Principles which are set out in the Privacy Act (**Australian Privacy Principles**), we take steps to handle Personal Information in accordance with the Privacy Act and the Australian Privacy Principles.
- (e) For the purpose of this Policy, **Personal Information** has the meaning as defined in the Privacy Act (**Personal Information**).
- (f) This Policy contains information about:
 - (i) how you may access your Personal Information held by us;
 - (ii) how to seek the correction of your Personal Information held by us; and
 - (iii) how to make complaints about any privacy-related concerns.
- (g) This Policy is also a collection notice from us to you regarding how we will collect your Personal Information.
- (h) If we change this Policy, we will display the updated Policy on our Website and notify you in writing via email and the Application. If you object to any changes, you may contact us and we will attempt to resolve your complaint within a reasonable time.
- (i) By using our Services, using our Website and/or otherwise supplying us your Personal Information, you consent to our collection, use, disclosure, storage, destruction and otherwise handling of Personal Information, in accordance with the terms of this Policy.
- (j) If you provide a pseudonym to us or wish to remain anonymous, you can browse and view our Website without restrictions, however we may not be able to provide you with the full extent of our offerings and our interactions with you. We may require that you accurately identify yourself so that we can take reasonable steps to provide accurate information as part of providing our Services (for example, we require our customers to provide accurate contact details).

2. How Do We Collect Your Personal Information?

We may collect Personal Information through the following avenues:

- (a) where you have enquired or otherwise communicated with us in person, over email or phone, via video conference or otherwise;
- (b) where you have filled out a contact form on our Website, or answered questions posed by us in relation to any actual or prospective use of our Services, including during any briefing or quoting process;
- (c) where we need to prepare a scope of work or project brief for you, if you wish to be a customer of our Services;
- (d) where you have requested our Services to be provided to you as a customer;
- (e) where you supply artwork, files, or other specifications required for us to provide our Services;
- (f) where you use the Platform via the Website or Application;
- (g) where you wish to act as a supplier for our business, or work for us as a contractor or employee;
- (h) where we need to send you an invoice, receipt, or other notification in relation to our Services;
- (i) from time to time from third parties, such as:
 - (i) from your employer or principal who may provide us with your Personal Information for the purposes of allowing us to contact a representative of your organisation in relation to our Services; and
 - (ii) when a third party is assisting us to supply our Services as our contractor or supplying us with goods or services;
- (j) where you interact with our Website, including through the use of browser cookies or trackers; and

- (k) in such other situations that are reasonably necessary for the proper function of our Services and our business operations.

3. What Personal Information Do We Collect?

- (a) The kinds of Personal Information we may collect from you will depend on who you are (e.g. a customer, employee, supplier, Website user or Application user and the nature of your interaction with us.
- (b) We collect, use and store the following types of Personal Information:
 - (i) For current, former and prospective customers:
 - (A) contact details such as names, email addresses, phone numbers, address, and other geographical information;
 - (B) where applicable, details about customers' employees, directors, contractors, agents and other representatives such as email addresses, phone numbers and titles;
 - (C) project information, such as artwork, files, specifications, and other content you provide for us to deliver our Services;
 - (D) financial information such as banking details and business registration information; and
 - (E) other Personal Information that you may voluntarily provide to us to assist us to provide our Services to you.
 - (ii) For current, former and prospective suppliers:
 - (A) contact details such as names, email addresses, phone numbers, address and other geographical information;
 - (B) details about suppliers' employee, directors, contractors, agents and other representative such as email addresses, phone numbers and titles;
 - (C) business information such as banking details, business registration information, pricing information, hourly rates and payment details; and
 - (D) other Personal Information that you may voluntarily provide to us to assist us to engage in a business relationship with you.
 - (iii) For prospective employees or freelance contractors:
 - (A) contact details such as names, email addresses, phone numbers, address and other geographical information;
 - (B) details such as titles, qualifications and employment history;
 - (C) information we obtain about you from background and reference checks; and
 - (D) other Personal Information that you may voluntarily provide to us to assist us to consider whether to employ you.
 - (iv) For end users of the Website:
 - (A) web browsers, IP addresses, time zones, and information collected via cookies or trackers when you interact with our Website.
 - (v) Information about our staff, representatives and officers as required in the normal course of human resource management and Platform operations; and
 - (vi) Other Personal Information that you may voluntarily provide to us to assist us in conducting our business and providing our Services.
- (c) Where:
 - (i) You wish to engage us for Services, supply goods or services to us, or otherwise enter into a commercial relationship with us, you must provide accurate Personal Information to us as it will be impracticable for us be involved in a commercial relationship with you unless you do so (for example, we would not be able to meet with you, discuss work with you, communicate with you by email and phone or send you draft and completed deliverables).
 - (ii) You are not an individual but wish to supply goods or services to us, engage us to provide Services to you or otherwise enter into a commercial relationship with us, you must provide accurate Personal Information to us of the individual representatives of your organisation, as it will be impracticable for us be involved in a commercial relationship with you unless you do so (for example, we would not be able to meet with you, discuss work with you or communicate with you by email and phone).

4. What Do We Do With Your Personal Information?

- (a) We will not sell or trade your Personal Information to or with any third party, organisations or individuals.
- (b) We may use and disclose your Personal Information for the following purposes:
 - (i) to discuss a current or prospective commercial relationship with you, including the preparation of proposal documents, scope of works, quotes, and other pre-engagement material;
 - (ii) to provide our Services to you;
 - (iii) to engage you to supply goods and/or services to us;
 - (iv) to receive and process artwork, files, or other project specifications supplied by you;
 - (v) to manage payments, invoicing, and financial records;
 - (vi) to prepare contracts, agreements or consent forms for you or your representatives to sign;

- (vii) to operate, maintain and improve our Website;
 - (viii) to provide you with further information about our Services, as requested by you;
 - (ix) to personalise your experience of our Services;
 - (x) to respond to feedback and complaints;
 - (xi) for the development of new services or offerings;
 - (xii) for enforcement of a contract you have entered into with us or any agreement, undertaking, warranty or promise you have given us;
 - (xiii) for direct marketing purposes, unless you opt-out (see section 8 below);
 - (xiv) to notify you of important changes to our Services or our Website or Application or to otherwise update you on matters relating to our Platform that may be of interest to you;
 - (xv) to understand customer trends and patterns so we can continue to develop our marketing and advertising strategies; and
 - (xvi) for any other purpose for which you give your consent.
- (c) We may also disclose your Personal Information:
- (i) to third parties used by us to assist in providing our Services, including freelance designers, contractors, couriers, IT providers, bookkeepers, legal and financial advisers, marketing agencies, and technology service providers;
 - (ii) to lessen or prevent serious threats to the health and safety of an individual or the general public;
 - (iii) to assist in locating missing individuals;
 - (iv) to any duly authorised law enforcement officer, or any other person, authorised by any law to receive your Personal Information from us; and
 - (v) in circumstances permitted by the Privacy Act.

5. How Do We Hold Your Electronic Information?

We hold your Personal Information in a variety of ways, including:

- (a) electronically on secure servers and cloud-based systems;
- (b) in hard copy files within our office; and
- (c) on computers and other business devices used by our authorised staff.

We take reasonable steps to protect the Personal Information we hold from misuse, loss, unauthorised access, modification or disclosure. Access to Personal Information is restricted to those employees, contractors and service providers who require it to perform their duties.

6. Do We Send Your Personal Information To Parties Outside Australia?

- (a) From time to time, we may use third-party service providers for functions such as digital cloud storage, marketing, web hosting, or design-related technology services (*Third Party Vendors*). Some of these Third Party Vendors may operate outside of Australia, or operate within Australia but with servers located internationally (*International Vendors*).
- (b) As some of our International Vendors operate globally, we cannot always confirm the exact locations of their servers or the countries in which they operate at any given time, and these may change without notice to us. At the date of this Policy, we may use cloud-based storage providers and other digital platforms whose servers are located in the USA, Europe, or other jurisdictions.
- (c) The Privacy Act and Australian Privacy Principle 8.1 state that before disclosing Personal Information overseas, organisations bound by the Privacy Act should take reasonable steps to ensure that overseas recipients do not breach the Privacy Act or applicable Australian Privacy Principles. Although Print Effect is not formally bound by the Privacy Act, we take reasonable steps to select reputable Third Party Vendors who are expected to handle Personal Information responsibly.

7. Are We Responsible For Third Parties' Websites And Social Media Links?

- (a) This Policy applies solely to Personal Information collected with regard to providing our Services, the operation of our Website and otherwise managing our business.
- (b) We are not responsible for the collection of information and/or privacy practices of any third party websites that may be linked to from our Website which may be accessed via links on our Website or from our email communications.
- (c) We refer you to the privacy policies and terms of use of the operators of any linked third party websites.

8. Will We Send Direct Marketing Communications To You?

- (a) If you are a customer of Print Effect, we may use your Personal Information to offer you new goods and services, notify you of new developments to our existing Services, or to provide you with other promotional communications relating to our Platform.

- (b) If you do not wish to receive direct marketing communications from us, you may opt-out any time by clicking a link on the email communications sent to you or contacting us (see section 12).
- (c) We may use your Personal Information to provide you with targeted advertisements or marketing communications we believe may be of interest to you. For more information about how targeted advertising works and how to opt out, you can visit the Your Online Choices educational page at <https://youronlinechoices.com.au/opt-out/>.

9. Do We Collect Personal Information Through Cookies and Analytics Tools?

- (a) We may collect device information, including information about your web browser, IP address, time zone, some of the cookies that are installed on your device, individual web pages or products that you view, what websites or search terms referred you to our Website and Application, and information about how you interact with our Website and Application using cookies and log files.
- (b) We may use cookies technology to store data on your computer or device using the functionality of your browser. Many websites do this because cookies allow our Website publisher to do useful things like find out whether the computer has visited the Website before. You can modify your browser to prevent cookie use but if you do this, our Website may not work properly. The information stored in the cookie is used to identify you. This enables us to operate an efficient service and to track the patterns of behaviour of visitors to our Website.
- (c) In the course of serving advertisements to our Website (if any), third-party advertisers or ad servers may place or recognise a unique cookie on your browser. The use of cookies by such third party advertisers or ad servers is not subject to this Policy, but is subject to their own respective privacy policies.
- (d) You can find out more about what a cookie is and how they're used for targeted marketing purposes at this link: <https://www.oaic.gov.au/privacy/your-privacy-rights/advertising-and-marketing/targeted-advertising>
- (e) We use Google Analytics to help us understand how our customers use our website. You can opt out of Google Analytics here: <https://tools.google.com/dlpage/gaoptout>.

10. How Do We Keep Personal Information Secure?

- (a) We take all reasonable steps to keep your Personal Information secure from misuse, loss, unauthorised access, modification or disclosure. This includes storing Personal Information on secure systems, restricting access to authorised personnel, and using appropriate physical and electronic safeguards.
- (b) You should be aware that there are inherent risks associated with the transmission of information via the Internet. Data security measures can never be guaranteed. This means that while we take steps to protect your Personal Information, we cannot guarantee its security.
- (c) If you suspect any misuse, loss, unauthorised access, modification or disclosure of your Personal Information, please contact us immediately.

11. Will We Transfer Your Personal Information?

In the event of a sale, merger, change in control, reorganisation or transfer of assets, we may, in our sole discretion, transfer, sell or assign Personal Information we have collected to one or more relevant third parties.

Any such transfer will be made in accordance with this Policy and any applicable privacy laws.

12. What If You Have Questions Or Complaints?

- (a) If you:
 - (i) have any questions about this Policy;
 - (ii) wish to request access to any Personal Information that we hold;
 - (iii) wish to be de-identified, or have your personal information deleted;
 - (iv) wish to correct or update your Personal Information; or
 - (v) wish to make a complaint or discuss any other privacy concerns you may have,

please contact us via email as follows: Attention Privacy Officer (hello@printeffect.com.au).

- (b) We reserve the right to charge for reasonable expenses that we may incur in preparing and sending you a copy of your Personal Information.
- (c) If you believe we have not followed our obligations under this Policy, please give us the opportunity to resolve matters by contact us first, in writing by email. Once we have received your notice, we will try to work with you to resolve the matter. The steps we may take to resolve the matter include:
 - (i) We may request further information from you. This will enable us to investigate the complaint and determine an appropriate solution.

- (ii) We will discuss options for resolution with you. If you have suggestions about this this matter, please raise these with our Privacy Officer.
- (iii) Where necessary, we will conduct an investigation and endeavour to do so within a reasonable time. We may have to conduct others in order to progress the investigation.
- (d) If you have any questions about this policy or our use of your Personal Information that you do not feel that we can resolve, you may contact the Office of Australian Information Commissioner (**OAIC**). For more information, please see their website <https://www.oaic.gov.au/about-us/contact-us>.