

## Arrow Metal privacy policy

**Purpose:** The purpose of this policy is to communicate Arrow Metal's respect of our customers' privacy. This privacy policy applies solely to information collected by Arrow Metal through its communications with its customers and by their website [www.arrowmetal.com.au](http://www.arrowmetal.com.au).

This policy will notify you the following:

1. What personally identifiable information from you is collected, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data
3. The security procedures in place to protect the misuse of your information
4. How you can correct any inaccuracies in the information.

### Information Collection, Use, and Sharing

We are the sole owners of the information we collected from you either via email, telephone or other direct contact from you and through our website. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organisation, other than as necessary to fulfil your request, such as to ship an order.

Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

### Your Access to and Control Over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

### Security

We take precautions to protect your information, both online and offline.

Wherever we collect sensitive information (such as credit card data), we do it with our utmost care to ensure your information is secure. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information.

**If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 02-9748 2200 or via email at [sales@arrowmetal.com.au](mailto:sales@arrowmetal.com.au)**

