

**cameron. ralph. khoury ('CRK')**  
**Privacy Policy and Disclosure Statement**

**CRK's Privacy Policy**

At CRK we believe an individual's right to keep their personal information private is highly important. We are committed to protecting and maintaining the privacy, accuracy and security of your personal information.

**How we collect your information**

- We will only collect information relevant to our business relationship with you.
- The information we collect will include contact details such as your name, mailing address, telephone number and email address.
- We will collect this information directly from you, or if we use other sources we will tell you what they are.

**How we use your information**

We will limit the use of your personal information to

- the carrying out of our business which includes providing independent assessments of your board's performance;
- fulfilling our legal requirements (for example, disclosure to law enforcement agencies or the courts)

**Who will use your information**

We will not share, sell or trade your personal information to any non CRK company or person. We may contact you from time to time to tell you about our services.

**Your information is secure**

- We will use up-to-date techniques and processes which meet current industry standards to ensure that your personal information is kept secure and confidential.
- Only staff of CRK who are authorised to handle your information, will have access to your personal information.
- We will not retain any of your information for any longer than it is required by us.

**You have access to your information**

You can access the personal information we hold about you and request corrections.

- This right is subject to some exceptions, for example, you may not obtain access to information relating to existing or anticipated legal proceedings.
- You can request access to your information by contacting our offices.

**CRK adopts the National Privacy Principles for the handling of personal information. (To find out about the National Privacy Principles, contact the Office of the Federal Privacy Commissioner.)**