

TECHNOLOGY VENTURE PARTNERS PTY LIMITED (TVP)

PRIVACY POLICY

TVP operates with a core commitment to the scrupulous handling of all confidential information, including personal information.

TVP is also subject to the requirements of the National Privacy Principles (**NPPs**) which are contained in the *Privacy Act* 1988 and which govern how private sector organisations handle personal information.

Our Privacy Policy is divided into the following sections:

1. **What Personal Information does TVP collect?**
2. **How is Personal Information used?**
3. **Will Personal Information be given to anyone else?**
4. **Access and correction**
5. **Is Personal Information held safely?**
6. **Contacting TVP**
7. **Changes to this Privacy Policy**

1. **What Personal Information does TVP Collect?**

TVP is a fund management business (specialising in the establishment and management of private equity funds for wholesale clients). This includes the processes of raising funds, seeking potential investments, conducting due diligence in assessing investments, making, managing and realising investments, returning funds to investors and maintaining contact with a multiplicity of people in connection with those processes. For the purposes of our Privacy Policy, these are referred to as “**our services**”.

If you ask TVP to supply you with our services, TVP may ask you to provide certain details, including your name and contact information (including your address and telephone numbers). In the case of businesses acquiring our services, TVP usually requires the details of a contact person in the business.

TVP requires this personal information in order to provide you with our services, and in order to manage our relationship with you. TVP may also request other information about you appropriate to the services being provided. However, we don't collect information we don't need.

Generally, TVP will not collect sensitive information about you (such as details of your race, political beliefs, religion or health).

2. **How is Personal Information used?**

The personal information collected from you by TVP is used only for the purpose for which it was collected, to provide you with our services, or notify you about TVP services from time to time.

3. Will Personal Information be given to anyone else?

In the circumstances described below, personal information may be disclosed outside TVP.

(a) Outsourcing

Personal information collected by TVP may be disclosed to third parties to whom TVP contracts out specialised functions (such as our computer network consultant). If TVP does disclose personal information to third party contractors under outsourcing or contracting arrangements, TVP takes steps to ensure that those contractors:

- comply with the NPPs when they handle your personal information, and
- are authorised only to use personal information in order to provide the services or to perform the functions required by TVP.

(b) Disclosures required by law

For legal reasons, other disclosures may need to be made to law enforcement agencies, government agencies, courts or external advisors. For example, TVP may be required to disclose certain personal information under the *Corporations Act 2001*. TVP's policy is to only make such disclosures in accordance with the *Privacy Act*.

(c) Other disclosures

In some circumstances, personal information is disclosed to third parties where this is related to the supply of our services. If TVP makes disclosures of this kind, you will be advised of these disclosures at the time you request TVP to supply you with services.

TVP does not sell, rent or trade personal information to or with third parties.

4. Access and Correction

Under the Privacy Act, you have a right to seek access to information which TVP holds about you (although there are some exceptions to this). You also have the right to ask us to correct information about you which is inaccurate, incomplete or out of date.

If you wish to exercise your right under the Privacy Act to seek access to the personal information that TVP holds about you, we ask that you contact TVP's Privacy Officer (details at point 6 below), who will explain how TVP will handle your access request.

To summarise, in the first instance, we will generally provide you with a summary of the information we hold about you. We will assume (unless you tell us otherwise) that your request relates to our current records about you. These current records will include personal information about you which is included in our databases and in paper files, and which may be used by TVP on a day to day basis.

To provide you with access to this personal information, TVP would ordinarily provide you with a print-out of the relevant personal information from our databases, or with photocopies of records which are held only on paper files. If personal information about you (for example, your name & address details) is duplicated across different databases, we will generally provide you with one printout of this information, rather than multiple printouts.

For legal or administrative reasons, TVP may also store records containing personal information in its archives. You may seek access to the records held by TVP which are not current records, but if you do so, we may charge you for the cost of providing access.

If you are of the view that personal information about you is not accurate, complete or up to date, please provide TVP's Privacy Officer with your request for correction (contact details are set out at 6 below). TVP's policy is to consider any requests for correction in a timely way.

5. Is Personal Information stored safely?

TVP takes reasonable steps to ensure the security of personal information held by it from such risks as loss or unauthorised access, destruction, use, modification or disclosure. Our IT systems are password protected and comply with relevant security standards, and if personal information is held

on paper files, it is stored in our secure premises. TVP only permits your details to be accessed by authorised personnel.

6. Contacting TVP

If you have any questions or comments about this privacy policy, or if you wish to complain about how we have handled personal information about you, please contact **David Jamieson** TVP's Privacy Officer:

- by telephone +61 2 9562 9000 or
- by facsimile +61 2 9562 9001; or
- by e-mail djamieson@tvp.com.au; or
- by letter Level 4, 19 Harris Street, Pyrmont NSW 2009

7. Changes to this Privacy Policy

This privacy policy may change from time to time. This policy was last updated on 24th February 2005.