

SUBJECT: PRIVACY POLICY
DATE: 1 October 2007

Mass/Innotech (here-after referred to as "The Company") acknowledges and respects the privacy of individuals.

Whenever we collect and otherwise deal with your personal information, we are governed by the National Privacy Principles ('NPP's'), which are contained in the Privacy Act 1988. Therefore, whenever collecting and dealing with information such as your name, address, email address or phone number, we will be bound by the NPPs.

The company will conduct regular checks of personal information to ensure that such information is stored in a secure manner compliant with the Act. Paper files are to be stored in locked filing cabinets (with keys held by the designated staff with security clearance) located within the company's premises. Electronic information is stored within the company's computer system to which internal access is password protected and also protected from outside interference or interception by firewall and other security measures. The company will also ensure individuals have access to records containing their personal information for the purpose of verification of the accuracy of such personal information. In the case where an individual wishes to access any files containing personal information they must make that request in writing addressed to:

Managing Director
PO Box 292
Sunnybank QLD 4109

Individuals requesting this information must provide proof of identity. Once identity has been verified access will be granted to the requested personal information. Should there be a discrepancy the company undertakes to correct any incorrect information without delay. The company collects personal information for its own use as per the notification given at the time the information was collected. The company will not pass on any personal information to a third party unless the purpose is specified at the time of collection without consent of the individual or as required under Law. Complaints regarding any breach of the Act by the company should be addressed in writing to:

Managing Director
PO Box 292
Sunnybank QLD 4109

Individuals must set out the details of the complaint and what resolution is requested. The Managing Director will investigate complaints and a written reply will be forwarded as soon as possible.

Further information on the Federal Privacy Law can be obtained from the Privacy Commissioner's website at www.privacy.gov.au.

Signed:  Date: 02/10/07

Name: Virginia Miranda

Position: Managing Director

This policy will be reviewed in October 2008