

## Aurora's Privacy Policy Statement

The information below details how we comply with the requirements of the Privacy Act in protecting the personal information we hold about you.

Aurora Funds Management Limited is subject to the National Privacy Principles under the Privacy Act 1988 (Commonwealth) [as amended by the Privacy Amendment (Private Sector) Act 2000 (Commonwealth)].

This Privacy Statement explains in general terms how Aurora protects the privacy of your personal information under the National Privacy Principles. It will apply to any personal information you provide to us:

- when making enquiries about or purchasing an investment from us;
- accessing our information via our website; or
- under any other agreement or arrangement.

This Privacy Statement will also apply to any information about you that is provided to us by someone else such as an advisor or intermediary group.

## What information do we collect?

The types of personal information that we collect from you will depend on the circumstances of collection and on the type of service you request from us. For example, when you request us to send you our Product Disclosure Statement(s), we may collect details such as your name, address, telephone numbers and how you might have found out about us.

As we are required by law to obtain your consent to the collection of "sensitive information" we will assume that you have consented to the collection of all information which is provided to us for use in accordance with this Statement, unless you tell us otherwise. If you are a unit holder in our funds/trusts we will collect certain details about you for registration purposes, such as your name, address, number of units held, tax file number and bank account details. We are required to maintain a register of unit holders in our funds/trusts under the Corporations Act 2001 (Cth).

## How we collect information

We may collect personal information about you when you deal with us over the telephone, send us correspondence (whether by letter, fax or email), visit our web site or when you have contact with us in person. As well as collecting information directly from you, there may be occasions when we collect information about you from a third party. For example:

- from advisors making investments on your behalf;
- from third party companies or intermediaries that collect your personal information and disclose it to us so that we may send you product information or market our products and services to you;
- from market research companies contracted by us to obtain information so that we may improve and market our products and services; or
- from other organisations that send you information on our behalf.

## How we use your personal information

We generally collect your personal information for the following purposes:

- to process your investment enquiries, applications and other transactions;
- to conduct marketing activities and market research; and
- to send communications to you in relation to your investments with us.

Some of the personal information we collect is essential for us to be able to accurately identify who is enquiring about and purchasing/redeeming our funds. Other types of personal information we collect help us to profile who is using our products and services and what their interests are.

## Disclosure of personal information to third parties

We may disclose your personal information to third parties, for example, to your advisor from whom we may receive applications for units in our funds/trusts on your behalf. We collect this information for the purpose for which the information was collected or for related purposes, for example to complete a transaction on your behalf or provide you with a service that you requested.

We may also disclose your personal information to various law enforcement agencies and governments for security and compliance purposes. Your information will also be shared between related companies in the Aurora Group. The information collected in connection with your unit holding in our funds may also be disclosed to regulatory bodies such as the Australian Taxation Office, as well as to print service providers and mail houses. We engage external parties to perform services for us, which may involve the external party handling personal information we hold.

For example, we currently engage external parties to:

- handle and process application forms, correspondence and operate registry service centres;
- provide email and mail handling services;
- provide electronic funds transfer services, account processing and related services;
- operate call centres; and
- assist with obtaining payment from creditors and manage our unit registry.

In these situations, we prohibit the third party contractor from using personal information about you except for the specific purpose for which we supply it. Other than the above, we will not disclose your personal information without your consent unless disclosure is either necessary to prevent a threat to life or health, authorised or required by law, reasonably necessary to enforce the law or necessary to investigate a suspected unlawful activity.

## Access & correction of information we hold about you

We will, on request, provide you with access to the information we hold about you, unless there is an exception that applies under the National Privacy Principles, including for the purpose of correcting or updating that information. We may recover from you our reasonable costs of supplying you with access to this information. Your request to provide access to this information will be dealt with in a reasonable time. If we refuse to provide you with access to the information, we will provide you with reasons for the refusal and inform you of any exceptions relied upon under the National Privacy Principles.

## Keeping your personal information up to date

We take reasonable steps to ensure that your personal information is accurate, complete, and up-to-date whenever we collect or use it. If the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us and we will take reasonable steps to either correct this information, or if necessary, discuss alternative action with you.

## Resolving your concerns

If you wish to gain access to your personal information, have a complaint about a breach of your privacy, or you have any query on how your personal information is collected or used please forward your request, complaint or query to us at the contact details provided on our web site. We will respond to your query or complaint as soon as possible.

## Changes to this privacy policy

We may amend this Privacy Statement as our business requirements or the law changes. Any changes to this Privacy Statement will be updated on [www.aurorafunds.com.au](http://www.aurorafunds.com.au)