

GLOBAL TRADING EDGE

LEADER IN INFORMATION, EDUCATION & SUPPORT



Privacy Policy

17th January 2009

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At Global Trading Edge, we understand and share our clients concerns about the use of their personal information, how it is collected and used. We assure you that in following the Commonwealth National Privacy Principles set out in the Privacy Act 1988 and the Privacy Amendment Act 2000, we will treat any information that we hold about you as confidential and no such information will be shared with a third party.

This privacy policy details how Global Trading Edge handles and protects the information we may collect about you from time to time, and the policy itself may change from time to time. It is advisable to revisit occasionally to familiarise yourself with any changes.

Collection of Personal Information

At Global Trading Edge, we may collect and use your personal information solely for the purpose of carrying out our business. The personal information we may collect about you may include:

- a) Your name
- b) Your Address
- c) Your email address
- d) Your telephone numbers
- e) Any other information you may have provided as a result of Global Trading Edge dealings with you.

To assist us in providing you with quality services, it is important that the information you entrust to us is accurate and up to date. In most cases the information we collect about you will have been provided by you in an online application form, a hard copy application form or via telephone contact.

This may have been as a result of:

- 1) You requesting a download of our eBook
- 2) You sending us a personal correspondence through email or post.
- 3) You purchasing a Global Trading Edge service or product.
- 4) A third party reference.

We may also collect information about you from our website. When you visit a Global Trading Edge website, our server may collect certain information purely for statistics. This information consists of:

- a) Your internet service providers address.
- b) The number of users who visit our websites.
- c) A date and a time for each visit.
- d) Which pages were accessed and which documents were downloaded.

Where a Global Trading Edge website contains a third party link, Global Trading Edge will not attempt to identify you should you choose to access a third party website. Should you visit such a website, Global Trading edge has no control over the collection of your information by that party, it is advised you contact them to determine their privacy policy.

Use and Disclosure of Personal Information

Global Trading Edge will only use or disclose your information for the purpose that it was originally collected for as well as any related purpose that you would expect us within reason to use it for. Your information may be used to:

- a) Confirm your identity.
- b) To contact you in response to any queries you may have regarding our products and services
- c) Open and maintain an account with us.
- d) Process an application you may submit.
- e) Assist us in identifying which of our products may interest you.
- f) Provide you with information about our products and services.
- g) Monitor any services we have provided to you.
- h) Help us research and improve our products and services.

Global Trading Edge may only disclose your personal information:

- 1) To a related company where the use of your information is related to your business with Global Trading Edge.
- 2) To a service provider or contractor to enable them in their role of aiding Global Trading Edge with administrative and support services.
- 3) To a government agency or regulatory body where the disclosure is required by law.

Where Global Trading Edge uses your information to market products and services to you, you will be given the opportunity to decline any further marketing information by opting out of our mailing list.

Security

Global Trading Edge will store your information in a safe and secure manner. While we cannot guarantee the security of your information should it be in transit over the internet, we endeavour to protect your information from loss, misuse, modification and disclosure.

We will also take necessary steps to permanently delete or destroy your information, should we no longer need it for the purposes it was originally intended.

Access and Verification

Should you wish to access any information we hold about you or verify if that information is up to date and correct, you may:

- a) Email us support@globaltradingedge.com
- b) Request in writing to - Administration Officer Global Trading Edge
PO Box 9227
Port Macquarie
NSW 2444

If you advise Global Trading Edge that the personal information we hold about you inaccurate, incomplete or not up-to-date, we will take all steps possible to adjust this information accordingly.

In the event you should request access to the information we hold, Administration endeavours to confirm the identity of the person who has made the request in as short a time as possible, however, we reserve the right to deny such a request if disclosure:

- 1) Could directly threaten a life or someone's health.
- 2) Could impact another party's privacy.
- 3) Would be in response to a distressing or disorderly request.
- 4) If it is in any way unlawful or could impact legal proceedings.
- 5) Would hinder a law enforcement body or jeopardise security.

Disclaimer

This privacy policy represents Global Trading Edge as at January 17th 2009. Although we endeavour to adhere to this policy at all times, Global Trading Edge nor its associates are bound legally in any respect of this policy and we reserve the right to revise this policy from time to time.