



Collection Statement

DDH Graham Limited ABN 28 010 639 219 of Level 9 324 Queen Street, Brisbane QLD 4000 and its related entities may collect information about you in accordance with its Privacy Policy and the requirements of the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (Cth) for the purpose of:

- administering and reporting to you on a variety of investment solutions, carrying out investments on your behalf as well as managing and reporting to you on your investments;
- providing you with superannuation administration services;
- establishing accounts or other banking facilities on your behalf with third party financial institutions, and administering your accounts or other banking facilities;
- negotiating and documenting leases and related decisions; communicating operational matters in relation to tenancies; and arranging for the sale of premises;
- conducting our internal business operations (including meeting any relevant legal requirements);
- managing client relationships and improving the services we provide;
- providing you with information about financial and superannuation products and services or events through our newsletters and other promotional materials; and
- assessing applications for employment.

If you do not give us the requested personal information, or if the information you give us is incomplete or inaccurate, we may be delayed or prevented from providing you any products or services, carrying any transaction for you, providing information to you, processing any application or otherwise meeting our obligations to you.

From time to time, we may ask you to provide sensitive information (for instance, information about your health) to us and your insurer or prospective insurer. By providing this information, you consent to the collection and use of that sensitive information by us and your insurer or prospective insurer. We will handle your sensitive information in accordance with our privacy policy and you should also review the privacy policy of your insurer or prospective insurer (as applicable).

We may disclose your personal information:

- internally to our staff;
- to our related bodies corporate;
- to any person where necessary or desirable in connection with the provision of our products or services, including to financial institutions where we may establish accounts or other banking facilities on your behalf;
- to our professional advisers such as auditors, accountants and lawyers, insurance companies, property managers, consistent with normal business practices;
- to third parties we may engage from time to time to assist us in the promotion of our products and services, and who may receive limited personal information for that purpose;
- to external service providers in Australia, New Zealand and the United Kingdom (on a confidential basis) so they can provide us services related to our business, for example mailing services, IT services, unit registry and custodial services, archives services;
- where required or authorised by law; and
- where you consent to the disclosure.



Some of our third-party contractors and service providers may perform certain services overseas. As a result, your personal information may be disclosed to a recipient in a foreign country, including New Zealand and the United Kingdom.

Our Privacy Policy, available as a hard copy upon request or online at www.ddhgraham.com.au, provides information about how you may access and seek correction of your personal information we hold as well as complain about our handling of your personal information.

For further information contact our Company Secretary, on 1800 226 174 during business hours or email privacy@ddhgraham.com.au.