

## Privacy Policy

HM Precision Spindle ("HMPS", "we", "our" or "us") respects your privacy and is committed to protecting personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles. HMPS is a division of HMPG Pty Ltd T/A HM Precision Grinding Service.

### Information We Collect

We may collect personal information including:

- Name
- Company name
- Job title
- Email address
- Telephone number
- Business or postal address
- Information provided through enquiries, quotation requests, service requests, purchase orders and credit applications

We may also collect limited website usage information through cookies and website analytics tools.

### How We Collect Information

Personal information may be collected when you:

- Contact us by phone, email or website enquiry form
- Request a quotation
- Purchase products or services from us
- Submit a credit application
- Supply products or services to us
- Visit our website

### How We Use Information

We use personal information to:

- Respond to enquiries
- Prepare quotations and proposals
- Supply products and services
- Process orders and payments
- Manage customer and supplier relationships
- Improve our business operations
- Comply with legal and regulatory obligations

## Disclosure of Information

We do not sell, rent or trade personal information.

Information may be disclosed to employees, contractors, professional advisers, financial institutions, credit reporting agencies and government authorities where reasonably required or permitted by law.

### Security

We take reasonable steps to protect personal information from unauthorised access, misuse, loss, modification or disclosure.

Information may be stored electronically or in physical records and is accessible only to authorised personnel.

### Cookies

Our website may use cookies and standard analytics tools to monitor website traffic and improve user experience.

Most web browsers automatically accept cookies; however, you may choose to disable cookies through your browser settings.

### Third-Party Websites

Our website may contain links to external websites. We are not responsible for the privacy practices or content of third-party websites and encourage users to review their privacy policies.

### Access and Correction

You may request access to personal information we hold about you and request correction of inaccurate or outdated information.

### Contact

HM Precision Grinding Service

24 Kembla Street  
Cheltenham VIC 3192  
Australia

Email: [admin@hmpg.com.au](mailto:admin@hmpg.com.au)  
Phone: +61 3 9584 7077

### Changes to This Policy

We may update this Privacy Policy from time to time. The current version will be available on our website.