

Privacy Collection Notice

This collection notice outlines the collection and treatment of personal information by Capital Chemist, Pharmacy Services ACT Pty Ltd and its related entities (“we”, “us” or “our”).

Collection

Capital Chemist provides pharmaceutical and other health and beauty related goods and services to the public and to other businesses. In providing these goods and services, it may be necessary to collect a range of personal information about you directly from you, or from third parties. However we will only collect your personal information where it is reasonably necessary for or directly related to the conduct of our business.

Where we are not able to collect personal information that we require to conduct particular functions or activities, it may restrict or limit our ability to conduct or perform that function or activity.

Use and disclosure

We collect your personal information so that we can use it for or in connection with our functions and activities which may include, but are not limited to:

- accepting and processing your prescriptions, purchases and/or orders;
- providing you with any of our goods and services or information about those goods or services;
- delivering orders;
- communicating directly with you (including direct marketing) and providing marketing communications and targeted advertising to you on an ongoing basis by telephone, electronic messages (e.g. email), our digital services and other means
- maintaining and updating our records;
- working with our service providers;
- administering and managing the provision of our goods and services to you, including billing and debt collection;
- conducting reviews or checks of your credit worthiness;
- addressing any queries, feedback or complaints we receive from you;

Where permitted by the Privacy Act, personal information we collect about you may be disclosed to third parties for any purpose reasonably necessary or directly in connection with the conduct of our business. We take steps to ensure that third party recipients protect the privacy and security of your personal information and use it only for the purpose for which it is disclosed.

Contact us

Our privacy policy tells you how we manage the personal information that we collect, use and disclose in accordance with requirements of the Privacy Act 1988 (Cth). A full copy of our privacy policy is available on our website <http://www.capitalchemist.com.au>,

If you wish to contact us, for example, to access or correct your personal information, you may contact us at:

1. **The Pharmacy that holds the information** (see www.capitalchemist.com.au for addresses and links to contact the member pharmacy)
2. **Pharmacy Services ACT P/L**
The Privacy Officer
PO Box 4407 Manuka ACT 2603
3. Via the “contact us” link on the website <http://www.capitalchemist.com.au>.

We will make all reasonable attempts to respond to your complaints or requests.

