

## PRIVACY POLICY

Content to be provided on the Atomo website [www.atomohivtest.com](http://www.atomohivtest.com)

### About this policy

Atomo Diagnostics Pty Limited (ACN 142 925 684) (the Company) is committed to protecting the privacy of your personal information in accordance with Australian privacy laws. When you interact with us, for example, when you use our services, call us or visit our website (or related social network site or application) or become a shareholder of the Company, you consent to the collection, use and disclosure of your personal information in accordance with this Privacy Policy.

1. Our Privacy Policy sets out how we and our related entities collect, use, disclose and manage your personal information. Our Privacy Policy complies with the Australian Privacy Principles set out in the Privacy Act 1988 (Cth) as amended from time to time (Privacy Act). All personal information collected and held by us will be governed by this Privacy Policy.
2. Types of personal information we collect and hold - Your personal information may be collected through our interactions with you or from a person acting or authorised to act on your behalf. Examples include personal information provided by you as a customer on information forms including emails, telephone conversations or face-to-face meetings.

The types of information we collect and hold in relation to customer data include:

- identifiable information such as your name, address, telephone numbers and e-mail address;
  - personal information you provide to us when you activate the automated test reminder system; and
  - if you visit our website, your website usage information such as your IP address.
3. We may use and disclose your personal information for the primary purpose for which it was collected, or for related purposes, or as permitted or required by law or regulatory reasons including the following purposes:
    - delivering the products and services you have requested;
    - manage, train and develop our employees;
    - communicating with you;
    - administering and responding to your enquiry or feedback about our products and/or services, responding to your complaints, and reporting to dispute resolution bodies;
    - meeting our legal and regulatory obligations;
    - our affiliates and partner organisations for the primary purposes for which it was collected;
    - our external service providers and professional consultants;
    - regulatory bodies and ethics committees (which may include clinical studies or evaluation process); and
    - Federal, State, Territory medical, health and safety authorities (as required).

We may also disclose your personal information if it is required or authorised by law, where disclosure is necessary to prevent a threat to life, health or safety, or where we are otherwise permitted by the Privacy Act. We do not sell or license your personal information to third parties.

We hold and store personal information using:

- (Storage Services) third party data storage services that professionally manage information technology infrastructure
- (Business Devices) devices operated by our employees; and
- (Paper Files) printed paper files.

We secure personal information that we collect by:

- (Credentials) using authentication credentials for each portion of the data storage infrastructure that we control in accordance with best practice.
- (Reputable Vendors) ensuring that the third-party providers holding data and information on our behalf are reputable vendors taking reasonable steps to secure the information. To provide our services, we need to share information over the internet. Information will be encrypted and the providers we use have protections in place, but security is not guaranteed due to the nature of the internet.

We only keep your personal information for as long as it is required for the purpose for which it was collected or as otherwise required by law or the relevant regulatory bodies. When we no longer need your personal information for any purpose, we may destroy or de-identify it, as long as it is lawful for us to do so.

4. Do we transfer personal information overseas?

- (Customer related personal information) We do not send customer related personal information outside Australia.

5. Accessing your personal information:

- (Customer information) - You may request access to customer related personal information we hold about you. We will need to verify your identity before giving you access. If your request is complex, we will ask you to put it in writing and will aim to deal with such a request within 21 days of receipt. A fee may be involved in certain circumstances. We may not be able to tell you what personal information we hold about you in certain circumstances including where the information relates to anticipated legal proceedings or where the information would reveal commercially sensitive information. To contact our Privacy Officer please refer to the contact details at the end of this Privacy Policy. Except as authorised by the individual, or as required by law, or as otherwise provided in this Privacy Policy, we will not give out personal information to any third party.
- (Shareholder information) - A shareholder has a right to access information that the Company hold about that person, subject to certain exemptions under law. A fee may be charged for access. Access requests must be made in writing to the Company's Privacy Officer refer to the contact details at the end of this Privacy Policy.

6. Keeping information up to date - It is our intention that personal information we collect, and hold is accurate. If you believe that any information we hold about you is inaccurate, we will correct it if you let us know. To contact our Privacy Officer please refer to the contact details at the end of this Privacy Policy.

7. Anonymity - We may allow you the option not to identify yourself when dealing with us.

8. Security - We take reasonable steps to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure.
9. Government identifiers - We do not use government identifiers (e.g. tax file numbers or Medicare numbers) to identify individuals.
10. Complaints - If you have reason to believe that we have not complied with our obligations relating to your personal information under this Privacy Policy or under the Privacy Act, contact our Privacy Officer using the contact details at the end of this Privacy Policy.

We will ensure your complaint is handled in an appropriate and reasonable manner. When we receive your complaint, we will:

- within 21 days of receipt, review the nature of the complaint and seek to verify your identity; and
- if we determine that the complaint is a bona fide complaint (and not automated, for example), we will: respond to you acknowledging the complaint within 21 days;
- consider the complaint on its merits;
- seek legal or any other relevant advice if necessary;
- if we have taken longer than 30 days since first receipt, notify you of our progress; and
- provide you with a written notice of our decision regarding your complaint within 30-60 days of receipt of the complaint.

If you are not satisfied with the outcome, then you may contact the Office of the Australian Information Commissioner:

Office of the Australian Information Commissioner

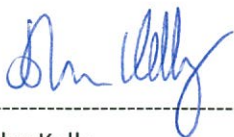
Website: [www.oaic.gov.au](http://www.oaic.gov.au)

Phone: 1300 363 992

Privacy Officer, Atomo Diagnostics Pty Ltd  
Level 2, 701-703 Parramatta Road, Leichhardt, NSW 2040  
Tel: +61 (2) 9099 4750  
Email: [info@atomodiagnosics.com](mailto:info@atomodiagnosics.com)

Our Privacy Officer will consider your enquiries or complaints and respond to you in a reasonable timeframe.

Privacy Policy approved by:



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John Kelly  
Chief Executive Officer  
Atomo Diagnostics Pty Ltd