

SCG Privacy Policy

Version	Date	Description	Author
1.0	25/01/2018	Initial creation	Zephyr Brown
1.1	24/08/2022	Minor update	Zephyr Brown
2.0	25/11/2025	AI use update	Zephyr Brown

1.0 Overview

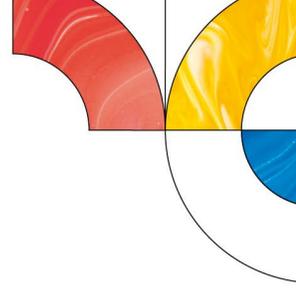
SCG Limited respects privacy and is committed to protecting personal information. When we collect personal information via our website, social media channels, publication websites or applications, and web2print sites or applications to provide content creation services, publishing services, or printing and mailing services, we use that information only for the specific purpose of producing content and products, printing, and delivering the requested materials. We do not use this information for marketing, analytics, resale, profiling, or any other secondary purpose.

We only retain personal information for as long as necessary to fulfil the agreed service and any legal obligations, after which it is securely deleted or destroyed.

Distribution data is generally retained for **three (3) months** following completion of the mailing service, unless a longer retention period is required under a client contract or by law. After the applicable retention period, data is securely deleted or destroyed.

2.0 Purpose

This Policy is designed to assist stakeholders in understanding how we collect and use the personal information you provided to SCG and to help make informed decisions when using our website, social media channels, application, and our products and services. SCG Limited is committed to protecting our stakeholders privacy. Should we ask for certain information by which they can be identified when using our website, our social media channels, our application, or in connection with our services (including printing and mailing services), they can be assured that it will only be used in accordance with the Privacy Act 2020 and this privacy statement.



3.0 Scope

General Use

We use the information you provide for legitimate business purposes, including internal record keeping, service delivery, customer support, and to improve and measure the performance of our products and services.

Printing and Mailing Use Limitation

Any personal information provided to SCG for the purpose of printing and mailing participant communications (including reports, surveys, statements, direct mail campaigns, or other physically delivered materials):

Limited Purpose

Personal information will be used solely to produce, print, and deliver the requested materials.

No Secondary Use

SCG will not use this personal information for any secondary purpose, including marketing, profiling, analytics, enrichment, resale, or any unrelated activity.

Restricted Access

Access to personal information is limited to authorised personnel and approved service providers who require the information to fulfil the printing and mailing service.

Retention and Secure Disposal

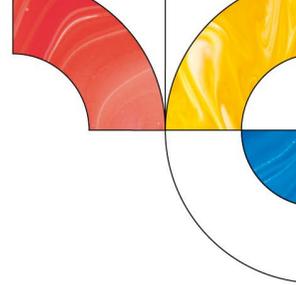
Distribution data is generally retained for **three (3) months** after completion of the printing and mailing service to allow for reconciliation, reprints, or delivery queries.

Where a client contract or applicable law requires a longer retention period, SCG will retain the data in accordance with those requirements.

At the end of the applicable retention period, personal information is securely deleted or destroyed in accordance with our data security and information governance practices.

4.0 Distribution of Information

We do not sell, rent, or trade personal information to third parties for promotional or commercial purposes. Information collected for printing and mailing services will not be shared beyond what is necessary to deliver the agreed service.



5.0 commitment to Data Security

SCG have physical, electronic, and organisational processes in place to protect personally identifiable information. Only authorised employees, agents, and contractors (who have agreed to keep information secure and confidential) are granted access to information collected for printing, mailing, or other services.

6.0 Right to Access Personal Information

Everyone has the right to request access to the personal information we hold about them and to request correction of that information in accordance with the Privacy Act 2020.

7.0 Distribution of Information

Personal information will not be sold to or shared with a third party for that third party's promotional purposes. Personal information collected for printing and mailing will also not be used for any other purpose outside of the specific service you have engaged us to provide.

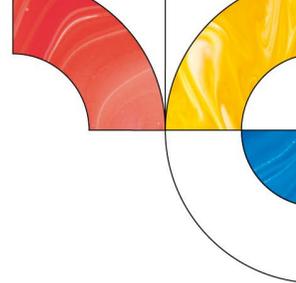
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9.0 Applicability of Other Policies

This policy should be read in conjunction with:

- SCG Information Security Policy
- SCG Acceptable Use Policy
- SCG Incident Response Plan
- SCG Cloud Services Policy
- SCG AI & Data Handling Guidelines
- SCG Outsourcing and Vendor Management Policy



10.0 Enforcement

Violations of this policy may result in disciplinary action, including revocation of access, suspension, or termination.

Suspected illegal activity may be reported to authorities.

Contractors and external parties may face contract termination or legal consequences.

12.0 Revision History

- Version 1.0 — 25/01/2018 — Initial creation
- Version 1.1 — 24/08/2022 — Minor update
- Version 2.0 — 25/11/2025 — AI use update