



SHAFFICO PTY LTD

Privacy Policy

Version: 1.0

Effective date: 30/04/2026

ABN: 52 110 894 221

Website: www.shaffico.com

Section 1: Introduction

Shaffico Pty Ltd (“Shaffico”, “we”, “us”, or “our”) is an Australian company located at 3 Butler Drive, Hendon SA 5014. Shaffico operates across two business divisions – **Trading (Shaffi Trade)** and **IT Solutions (Shaffi IT)** – each of which maintains its own divisional privacy policy governing the personal information collected and handled in the course of those respective services.

This Privacy Policy explains how we collect, store, use, and disclose personal information in accordance with the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles (APPs)** contained in that Act.

This policy applies specifically to **Shaffico’s** corporate website (www.shaffico.com) and the personal information collected through it. It does not govern the practices of our Trading or IT Solutions divisions. If you are engaging with **Shaffico** in a professional or commercial capacity through those divisions, please refer to the relevant divisional privacy policy provided to you the time of engagement or on their respective websites.

Trading Solutions - Shaffi Trade (www.Shaffitrade.com) or contact directly to request Privacy Policy at contact@shaffitrade.com

IT Solutions - Shaffi IT (www.Shaffiit.tech) or contact directly to request Privacy Policy at contact@shaffiit.tech

Section 2: What Personal Information We Collect

Shaffico only collects personal information that is necessary for our business activities. The types of personal information we may collect include:

- Your name, when provided in correspondence or enquiries directed to us
- Your email address, when you contact us via email at contact@shaffico.com or through any contact form on our website.
- Your phone number, if you choose to include it in your message.
- The content of your message or enquiry, which may include other personal details you voluntarily provide.

We do not collect sensitive information (such as health, financial, or government identifier information) through our website or standard contact channels. If sensitive information is required for a specific engagement, we will seek your explicit consent at that time.

SHAFFICO PTY LTD
Diverse Business Solution Provider

3 Butler Drive, Henson SA 5014
contact@shaffico.com | (08) 8121 6027

ABN: 52110894221

www.shaffico.com | www.shaffiit.tech | www.shaffitrade.com





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Section 3: How We Collect Personal Information

We collect personal information only through direct contact initiated by you. This occurs when you send us an email at contact@shaffico.com, or when you submit an enquiry through the contact form on our website. Both methods require you to actively enter and submit your details – we do not collect personal information passively or through automated means.

We may also collect your personal information when you interact with us in person, by phone, or through other business correspondence in the course of our services.

Section 4: Why We Collect Personal Information

Shaffico collects personal information for the following purposes:

- To respond to your enquiry or message in a timely and appropriate manner.
- To provide you with information about our services, where you have requested this.
- To fulfil our contractual obligations if you engage us for services
- To comply with our legal and regulatory obligations

We will not use your personal information for any purpose that is unrelated to why it was collected, unless we have your consent or are otherwise permitted or required by law.

Section 5: How We Store and Protect Personal Information

Personal information collected through email or contact forms is stored in our email and business communication systems. We take reasonable steps to protect your personal information we hold from misuse, interference, loss, unauthorised access, or disclosure. These steps include maintaining secure business email accounts and limiting access to personal information to staff who need it to perform their duties.

We retain personal information only for as long as necessary for the purposes of which it was collected, or as required by the law. When personal information is no longer required, it is deleted or de-identified.

Section 6: Disclosure of Personal Information

Shaffico does not sell, rent, or trade your personal information to third parties. We may disclose your personal information in the following limited circumstances:

- To our employees or contractors who need the information to respond to your enquiry or deliver our services.
- To third-party service providers (such as email hosting providers) who assist us in operating our business, where those providers are bound by appropriate confidentiality and privacy obligations.
- Where we are required or authorised to do so by law, a court order, or a government or regulatory authority.

We do not disclose personal information to overseas recipients as part of our standard operations. If this changes, we will update this policy and comply with our obligations under APP 8.





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Section 7: Website and Cookies Analytics

Our website does not use login systems, tracking cookies or behavioural analytics tools. The contact form on our website is used solely to receive enquiries and does not set cookies or track visitor behaviour. If we introduce additional functionality in the future, this Privacy Policy will be updated accordingly.

Standard server logs may record your IP address, browser type, and pages visited as part of a normal web hosting operation. This information is used solely for maintaining the security and performance of our website and is not used to identify individual visitors.

Section 8: Your Rights Under the Australian Privacy Principles

You have the right to request access to the personal information **Shaffico** holds about you and to request that we correct any information is inaccurate, out of date, incomplete, or misleading. To make such request, please contact us using the details in [Section 11](#).

We will respond to access and correction requests within a reasonable timeframe and at no charge. In limited circumstances, we may decline a request where APPs permit us to do so, in which case we will provide written reasons for the decision.

Section 9: Complaints

If you believe **Shaffico** has handled your personal information in a manner that does not comply with the **Privacy Act 1988 (Cth)** or **the Australian Privacy Principles**, you are encouraged to contact us in the first instance so we can attempt to resolve your concern.

If you are not satisfied with our response, you may lodge a complaint with the **Office of the Australian Information Commissioner (OAIC)** at www.oaic.gov.au or by calling 1300 363 992

Section 10: Notifiable Data Breaches

Shaffico Pty Ltd is subject to the **Notifiable Data Breaches (NDB)** scheme under **Part IIIC of the Privacy Act 1988 (Cth)**. In the event of a suspected or confirmed eligible data breach involving personal information we hold, **Shaffico** will take immediate action to contain the breach, assess the nature and scope of the information involved, and determine whether the breach is likely to result in serious harm to any affected individuals.

Where a data breach is assessed as likely to result in serious harm, **Shaffico** will notify the **Office of the Australian Information Commissioner (OAIC)** and all affected individuals as soon as practicable and without undue delay. Notifications will include the nature of the breach, the types of personal information involved, and recommended steps affected individuals should take to protect themselves.

Shaffico maintains an internal incident response process for identifying, containing, assessing, and responding to data security incidents across all divisions. Each division, including **Shaffi IT and Shaffi Trade**, operates under its own divisional privacy policy which also addresses data breach obligations specific to that division's activities.





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If you believe your personal information held by **Shaffico** has been compromised, please contact us immediately at contact@shaffico.com

Section 11: Contact Us

For privacy-related enquiries, requests or complaints, please contact us at:

Shaffico Pty Ltd

Address: 3 Butler Drive, Hendon SA 5014, Australia

Email: contact@shaffico.com

Phone: (08) 8121 6027

Web: www.shaffico.com

Section 12: Updates to This Policy

Shaffico may update this Privacy Policy from time to time to reflect changes in our practices, technology, legal requirements, or other factors. The current version will always be available on our website. We encourage you to review this policy periodically. The effective date at the top of this document indicates when it was last revised. Updates to divisional privacy policies are managed separately by each respective division.

Approved by:

Signature:

Sartaj Hundal

Sartaj Hundal (Apr 30, 2026 12:50:09 GMT+9.5)

Name (print):

Sartaj Hundal

Position:

Director

Date:

30-Apr-2026








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