

PO Box 1585 Thuringowa Central, 4817 Ph: 4723 0397 Fax: 4723 0937 ABN: 77 311 209 941

## **Disclosure Policy**

Thorburn Australia understands that our Client's information remains solely their intellectual property (IP). As such, it shall only be used by us for it's approved use and will not be copied, distributed or made available to any third parties unless by prior agreement or as required by law.

Thorburn Australia will ensure its Client's can remain confident in the trust they place in us by ensuring all staff, systems and procedures are directed towards the goal of zero disclosure.

Any information provided to us will remain the property of the Client and will be securely stored to ensure no loss of data or documents occurs.

This policy is endorsed by the company Director on 10 June 2011.

Shane Thorburn 10 June, 2011