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Following our procedures will assist in ensuring that consent is obtained.

The Privacy Act does allow us to use or disclose information in some other unusual circumstances. If you want to use or disclose personal information for any reason other than those described above, check with our Privacy Officer before doing so.

**Openness** – provide a copy of the Long Form Privacy Policy Statement to anyone who asks for information about our privacy policy. It can be provided as a word document, printed on letterhead or a .pdf (e.g. in Adobe Acrobat or Jaws) document emailed on request. It can also be publicly displayed (although we are not obliged to do so).