

PRIVACY POLICY

INTRODUCTION

This statement is the privacy policy of Hacer Group Pty Ltd (**Hacer**). It sets out the what, how, where, when and why of the information we collect from you. We are bound by the Australian Privacy Principles contained in the Privacy Act 1988 (Cth) (**Act**).

We may, from time to time, review and update this policy, including taking account of new or amended laws or changes to our operations. All personal information held by us will be governed by this policy.

WHAT IS PERSONAL INFORMATION?

“Personal information” has the meaning given to it in the Act. In general terms, it is any information that can be used to personally identify you.

WHAT PERSONAL INFORMATION DO WE COLLECT AND HOLD?

We may collect the following types of information: your name, age, gender, postcode and contact details (including phone numbers and email addresses), possibly financial information, occupation, company, job title, details about products or services you have provided to us, any additional information relating to you that you provide to us directly or through our representatives, cbus, incolink, or any other information consider necessary to your situation.

HOW WE COLLECT YOUR PERSONAL INFORMATION?

We may collect your information in a number of ways, including:

- directly from you (such as where you provide information to us when you provide an estimate or attend a tender interview);
- from third parties (such as credit reporting bodies or agencies, Australian Securities and Investments Commission, other builders, subcontractors, developers, or your representatives other;
- from publicly available sources of information;
- from our records in relation to past dealings with you;
- advertisers, recruitment agencies

WHY WE COLLECT YOUR PERSONAL INFORMATION

We collect personal information about you to enable us to establish that you are a reputable, qualified and financially solvent person or company with which to do business.

HOW WE HOLD YOUR PERSONAL INFORMATION

We may store your personal information in hard copy or electronic format, in storage facilities that we own or operate, or which others own or operate. We take reasonable steps to maintain the security of your information and to protect it from unauthorised disclosures.

How we use and disclose your personal information

The primary purpose for which we collect information about you is to enable us to perform our business activities and functions. We may use your information for a range of different purposes, including

- to verify your identity, or to conduct appropriate checks for credit-worthiness and for fraud checking
- to administer and manage the services in relation to the project and to attend to payments;
- to provide you with news, information or advice about our existing and new projects;
- to communicate with you including by email, mail or telephone;
- to provide to third parties (such as clients/principals) if you have authorised us to do so;
- to provide your updated personal information to us, our contractors or external service providers;
- to investigate any complaints about or made by you, or if we have reason to suspect that you are in breach of any of our terms and conditions or that you are or have been otherwise engaged in any unlawful activity; and/or
- as required or permitted by any law (including the Privacy Act).

Your personal information will not be shared, sold, rented or disclosed other than as described in this Privacy Policy.

WHO DO WE DISCLOSE YOUR PERSONAL INFORMATION TO?

We may disclose your personal information to:

- our employees, related bodies corporate, contractors, external service providers or clients;
- our existing or potential agents, business partners or joint venture entities or partners;
- specific third parties authorised by you to receive information held by us;
- the police, Fair Work Australia or any relevant authority or enforcement body, if we have reason to suspect that you have committed a breach of any of our terms and conditions, or have otherwise been engaged in any unlawful activity, and we reasonably believe that disclosure is necessary;
- as required or permitted by any law (including the Privacy Act).

HOW TO CORRECT OR AMEND YOUR PERSONAL INFORMATION

If you wish to access any of your personal information that we hold or would like to correct any errors in that information, please contact us using the contact details below.

WHO TO CONTACT TO COMPLAIN ABOUT A BREACH OF PRIVACY

You may also use these contact details to notify us of any privacy complaint you have against us, including if you think that we have failed to comply with the Australian Privacy Principles (APP) or any binding APP code that has been registered under the Privacy Act. We are committed to acknowledging your complaint in a prompt manner and will give you an estimated timeframe for when we will respond to your complaint.

CONTACT US

Privacy Officer
Hacer Group Pty Ltd
87 High Street, Kew
Phone: (03) 9810 6888
Email: reception@hacer.com.au