

BROCKMAN

Privacy Policy

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1. PURPOSE

This policy explains how we collect, use and disclose the personal information that we collect from you, or which we have obtained about you from a third party. It sets out various rights and obligations that we have in relation to that and other personal information, and includes:

- how we collect personal information
- the type of personal information we collect
- the type of personal information that you may collect
- what we do with your personal information
- how you can access or correct your personal information
- how long we hold personal information
- who you can contact for further information

2. COMMUNICATION

This policy will be available on the Brockman website, is available upon request by clients, contractors and other stakeholders, and will be communicated to all employees and accessible to them via the IMS on K: drive.

3. POLICY STATEMENT

3.1 PROTECTING YOUR PRIVACY

Brockman Engineering and Brockman Services ('**Brockman**' or **we/us**) are committed to protecting your privacy. In accordance with the *Privacy Act 1988* (Cth), this policy outlines how we manage privacy protection of your personal information.

This policy applies to all personal information collected, held or used by Brockman.

You consent to us collecting, holding, using and disclosing your personal information in accordance with this policy.

3.2 WHAT IS PERSONAL INFORMATION?

Personal information is any information about you that identifies you or by which your identity can be reasonably determined.

3.3 WHAT PERSONAL INFORMATION DO WE COLLECT AND WHY DO WE NEED IT?

We collect personal information to enable us to fulfil our responsibilities in running our operations. We sometimes need to collect contact information and other personal information from:

- Employees, contractors, sub-contractors and volunteers of Brockman.
- Clients, colleagues, or other stakeholders.
- Visitors to our website who request contact via the online form.
- Sub-contractors and suppliers who provide us with goods and services.

The kinds of personal information that we collect and hold about you, and the purposes for which we may use your information, will depend on the circumstances of collection. For example, we use client information to provide products and services. We use supplier information to initiate and facilitate transactions and reconcile accounts. We use information concerning potential employees to assess their applications for employment.

In general, the type of personal information we collect, hold, use and disclose includes names, addresses, contact details, occupations and other information which assists us in conducting our business, providing and promoting our services and products, and meeting our legal obligations. With suppliers and sub-contractors, additional personal information may include bank account

details and company information to ensure the legitimacy of the organisation and enable payment to be made for the goods or services provided.

We will not use your information for direct marketing purposes, nor will we disclose your information to third parties for direct marketing purposes.

We may use your information for any other purposes required or authorised by or under law, including purposes for which you have provided your consent. That consent may be written, verbal or implied from your conduct.

We also collect certain technical information each time an individual visits our website. Unless we suspect misuse of the website or illegal activity, this information is kept in a de-identified form and is not traceable to any individual.

3.4 **IF YOU DO NOT PROVIDE YOUR PERSONAL INFORMATION**

If we do not collect your personal information, we may not be able to provide you with the services or assistance you have requested or do business with you or the organisation with which you are connected.

3.5 **SENSITIVE INFORMATION**

In some circumstances, we may collect personal information that is considered sensitive information under the Privacy Act. This may include information about race or ethnicity, political opinions, membership of a political association, trade association or union, religious or philosophical beliefs, sexual orientation, criminal records, health information or biometric data (**Sensitive Information**).

We will only collect your Sensitive Information when we have your express consent to do so and where it is necessary for a purpose which we have made clear to you when collecting that information. We will only use it for the purpose for which it was provided.

3.6 **HOW DO WE COLLECT THE PERSONAL INFORMATION?**

We collect the information in person, in writing, by telephone, through our website and by other electronic communication channels.

We collect this information through our staff and through our contracted agents. Wherever reasonable and practicable, we will ask you for the information directly.

If we are collecting personal information from you, we will take reasonable steps to notify you of:

- The fact and circumstances of collection.
- The purposes of collection.
- The consequences if personal information is not collected.
- Whether we are likely to disclose personal information, to whom, and why.
- Whether the collection is required or authorised by law.

There may be circumstances where it is reasonable for us not to take any steps to provide notice or awareness to you, including where:

- You are already aware that personal information is being collected, and the facts, circumstances and disclosure of the collection.
- Notification would be inconsistent with other legal obligations.
- Notification may jeopardise the purpose or the integrity of the collection.

We may also need to collect information from others such as employers, business associates, bankers, credit reference agencies and referees. We will take reasonable steps to notify you if this is the case.

If you provide us with personal information about another person, please make sure that you tell them about this Privacy Policy.

3.7 HOW DO WE HOLD YOUR PERSONAL INFORMATION?

We may store your information in hardcopy and/or in electronic form. We take reasonable and prudent steps to protect the personal information we hold from misuse, interference and loss, and from unauthorised access, modification or disclosure. We have appropriate systems and processes in place to keep our information systems and files secure from unauthorised access and our staff, contracted agents and service providers have been informed of the importance we place on protecting your privacy and their role in helping us to do so.

Where personal information we hold is stored on servers belonging to our contracted service providers we will ensure that those servers are located in Australia and are subject to security standards at least equivalent to those applied to our own systems. If we do need to transfer your personal information outside Australia, we will use our best endeavours to inform you beforehand and will ensure that the security of the systems on which it is stored is at least equivalent to the security of our systems in Australia. In the event of any unauthorised access to the data we hold we will, in responding, follow good industry practice, including complying with our obligations at law in relation to the notification of any data breach.

If your personal information is no longer required by us, we will either destroy the information or de-identify it so that it cannot be attributed to you personally. Destruction of your personal information may occur without notice to you.

3.8 COLLECTION OF INFORMATION VIA OUR WEBSITE

On our website we provide a form for visitors to provide their information if they wish to contact us. We do not otherwise routinely collect personal information via our website.

We may use tools such as Google Analytics to log information about the use of our website.

If you are able to access sites operated by parties other than Brockman by clicking on the links contained on our website, you should contact them directly to obtain information about their privacy statement.

3.9 ACCESSING OR CORRECTING THE PERSONAL INFORMATION WE HOLD ABOUT YOU

Subject to some exceptions permitted by law, we will provide you with access to the personal information we hold about you if you request it in writing. Generally, there is no charge for accessing your information, but if your request is particularly complex or requires detailed searching of our records, we may require that you pay our reasonable costs of providing access (such as photocopying costs or costs for time spent on collating large amounts of material). Any request for access should be made via the contact details provided below.

If you believe there are errors in our records about you, please let us know (using the information below) and we will investigate and take reasonable steps to correct any inaccuracies.

4. FURTHER INFORMATION AND COMPLAINTS

If you would like further information on our Privacy Policy, if you have any concerns over the protection of the information you have given to us or that we have collected from others, or if you have a complaint about the way we have handled a privacy issue, please contact our Privacy Officer:

- Address: Privacy Officer, Brockman Engineering, PO Box 221, Corio VIC 3214
- Email: enquiries@brockmaneng.com.au
- Phone: (03) 5274 1222

We will investigate any complaint and respond to you in writing. If you are not satisfied with our response, you can contact us to discuss your concerns further or contact the Office of the

Australian Information Commissioner (OAIC) (oaic.gov.au) for guidance on alternative courses of action which may be available.

5. REFERENCE MATERIAL AND RELATED DOCUMENTS

- [Privacy Act 1998](#)
- Brockman Employment Collection Notice