



# PRIVACY POLICY

Medland Engineering Pty Ltd (ACN 612496723) and Medland Metropolis Limited No. 06411888 (VAT 922279423) ("we", "us" or "our") is committed to the protection of personal privacy within the scope of applicable law. This Privacy Policy sets out how we treat the personal data we may collect, store, use, disclose or otherwise handle the personal data collected from individuals we may deal with in accordance with the "Australian Privacy Principles" contained in the Privacy Act 1988 (Cth), the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

We are committed to protecting and safeguarding the personal data we have collected. This policy explains how we collect, use, manage and store your personal information and what your legal rights are.

We do not knowingly collect data relating to children through our website or any other company media.

Any breach of our data system that may affect your personal data will be handled in accordance with our Data Protection Policy.

This privacy policy includes:

- [Principles](#)
- [What personal data do we collect and how do we collect it?](#)
- [How do we use personal data?](#)
- [Disclosure of personal data on a confidential basis](#)
- [How do we protect, store and handle personal data?](#)
- [Accessing updating and managing personal information](#)
- [How long do we retain personal data?](#)
- [Internet Security](#)
- [How we use cookies, web beacons etc.](#)
- [Links to other websites & third parties](#)
- [Changes to this privacy notice](#)
- [Complaints and further information.](#)

By using this website, you consent to the collection and use of information as outlined below.

## PRINCIPLES

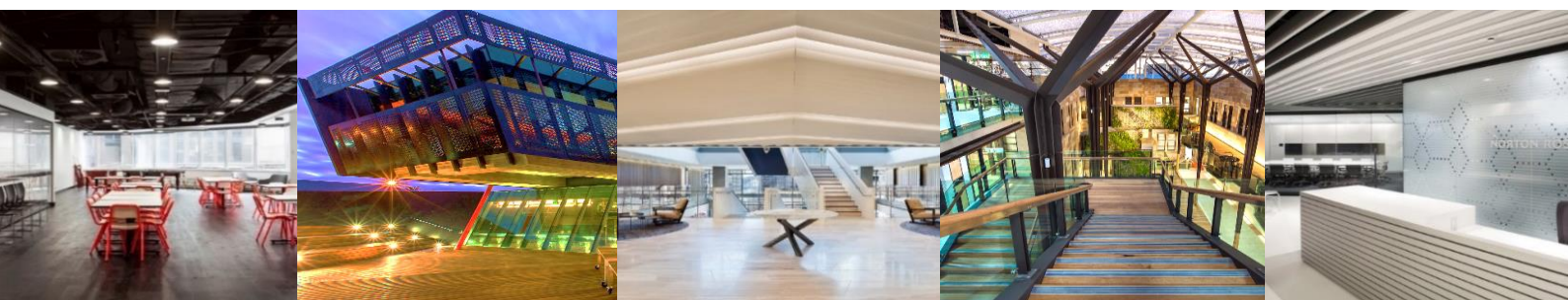
Personal data will be collected in accordance with the following principles:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which the data is processed
- Accurate and kept up to date
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the information is processed
- Processed in a way that ensures appropriate security of personal data

## WHAT PERSONAL DATA DO WE COLLECT AND HOW DO WE COLLECT IT?

'Personal data' means any information or an opinion relating to an individual from which an individual's identity can be determined. This does not include anonymous data, namely personal data rendered anonymous in such a manner that the data subject is not or no longer identifiable.

We may collect, use, store and transfer personal data that you directly provide to us-(via our online forms, by email, by telephone), and information received via third parties or as publicly available. Any personal data provided online is treated in the same manner as any personal data collected by other means.





## PRIVACY POLICY

Types of personal data provided directly by you include:

- **Identifiable data and contact information** required to maintain an ongoing business relationship with you such as full name and title, maiden name, gender, date of birth and marital status, email address, address, telephone numbers, including information obtained from third parties for example references and immigration checks.
- **Financial data** required for your employment by us such as bank account details, superannuation, tax file / VAT number, licenses.
- **Data required to provide the services** you have requested from us or services we have requested of you, such as payment information and bank account details;
- **Data about your preferences** to receive marketing communications from us.
- **Qualitative Data** such as survey responses and feedback and your preferences for receiving same;
- **Marketing and Communications Data** includes your preferences in receiving marketing from us and our third parties and your communication preferences.

Personal data acquired via third parties or as publicly available including:

- recruitment, employment agencies, online employment and career forums; and
- referrals through our internal 'Find Like Minds' employment program.

Personal data collected via automated technologies including:

- **Anonymous usage and technical data** collected via website analytics services such as Google Analytics including information about the equipment you're accessing via (browser and operating system) and your browsing actions on our website and marketing emails. This information is used only for analysis purposes to improve our website and email communications.

Special categories of personal data (Sensitive Information) -

Generally, collection of sensitive Information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited. Unless;

- The individual has given explicit consent (except where law provides that the prohibition may not be lifted by the data subject);
- We are required to process this data when required to do so by law.

Other -

We may collect information about criminal history or carry out psychometric testing as part of our recruitment processes. Before accepting or collecting sensitive personal data we will make it clear to you what purposes the data will be used.

### HOW DO WE USE PERSONAL DATA?

Medland Engineering may use or disclose your personal data for the principal purpose for which it was collected, or a purpose related to the primary purpose of collection, in ways you would reasonably expect.

Personal data collected or held by us may be used for:

- managing processes associated with your employment relationship with us. Activities may include Payroll, Human Resources Management, Superannuation, WH&S Risk Management (i.e. Workers Compensation Insurance Claims), Recruitment, Internal/External Audits;
- compliance with legal or regulatory obligations;





## PRIVACY POLICY

- fulfilling a contract with you;
- marketing our services, including by email;
- processing of specific personal data in the legitimate interests of Medland Engineering and Medland Metropolis and is judged not to affect the rights and freedoms of the you in a significant way;
- as otherwise reasonably required to manage our business.

We generally only rely on consent as a legal basis for processing for marketing content sent via email. We obtain consent using an opt in mechanism and you can withdraw consent to marketing at any time by contacting us at [dataprotection@medlandengineering.com](mailto:dataprotection@medlandengineering.com) or you may use the unsubscribe function in the email to notify us that you do not want to receive further marketing information from us by email.

### DISCLOSURE OF PERSONAL DATA ON A CONFIDENTIAL BASIS

In general, we will only disclose your personal data to third parties if you have authorised the third party have access to your personal data with the following exceptions:

- we will disclose personal data when required to do so by law. This could be as a requirement to satisfy warrants, subpoenas, court orders or Workers Compensation Commission Orders.
- we may also disclose personal data to a third party if there are reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of you or another person.
- we may disclose personal data between our related entities or to third parties such as organisations that provide us with technical and support services, or our professional advisors, where permitted by the Privacy Act. If we disclose information to a third party, we generally require that the third party protect your information to the same extent that we do. Otherwise, we will not disclose any personal data to any unrelated third party, except with your explicit consent.

Overseas Transfers of Personal Information -

- we may disclose your personal information we collect about you to Australia, and the United Kingdom as well as other countries where we have a legitimate business interest in order to perform our contract with you.

### HOW DO WE PROTECT, STORE AND HANDLE PERSONAL DATA?

To safeguard and protect your personal data, only authorised personnel have access to it.

Our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us.

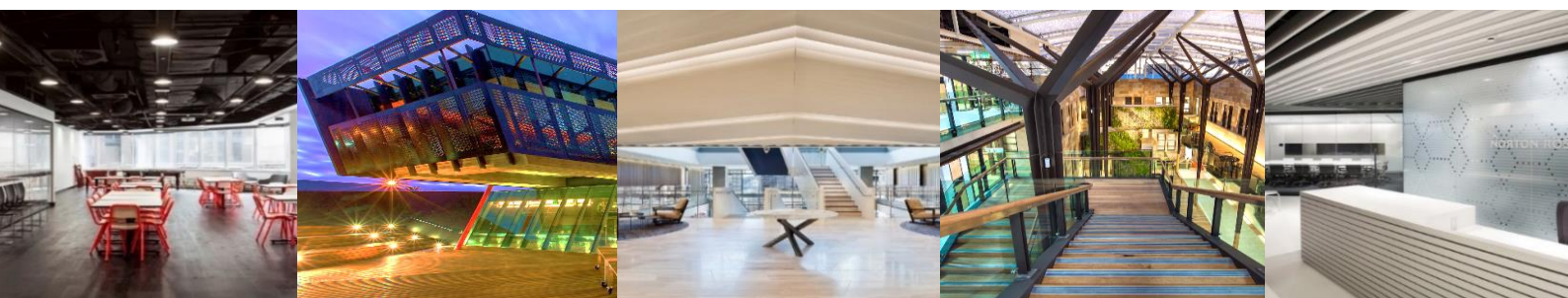
We store personal data in a combination of electronic databases, paper-based files and other records. In so doing, we take numerous steps to protect your personal data from misuse, interference and loss, unauthorised access, modification or unlawful disclosure.

Additionally, we take reasonable steps to securely archive personal data when no longer required.

Whilst we take reasonable steps to ensure personal data is secure and protected, transmission of information over the internet cannot be completely secure, as such we cannot and do not accept responsibility for the security of information you send to or receive from us over the internet, or for any unauthorised access or use of that information.

### ACCESSING, UPDATING AND MANAGING PERSONAL DATA

We will take reasonable steps to make sure that the personal data we collect, use or disclose is accurate, complete and up to date. You have a right to:





## PRIVACY POLICY

- request us to correct or rectify any inaccurate or incomplete personal data we may hold about you, without undue delay.
- request us to erase your personal data that is no longer necessary in relation to the purposes for which it was collected, unless retention is legally required.
- restrict or withdraw consent to processing of your personal data if: the accuracy is contested by you, the processing is deemed unlawful, the data is no longer required for the purpose it was collected, it is required by you for defence or legal claims unless it is required by law with the understanding this may impact our ability to provide certain services to you.
- request portability of your personal data, obtained as automated information or in which we used to perform a contract with you, in a structured, commonly used, machine readable format.

At your request, we will provide you with a copy or access to personal data which we hold about you, unless an exception under applicable law applies.

### HOW LONG DO WE RETAIN PERSONAL DATA?

We retain your personal data for as long as necessary to fulfil the purposes for which we collected it or for other essential purposes such as complying with our legal obligations, resolving disputes and enforcing our policies.

### INTERNET SECURITY

Whilst we take reasonable steps to ensure personal information is secure and protected, transmission of information over the internet cannot be completely secure, as such we cannot and do not accept responsibility for the security of information you send to or receive from us over the internet, or for any unauthorised access or use of that information.

### HOW WE USE COOKIES, WEB BEACONS ETC.

We use Google Analytics to track and analyse data about web page traffic. We only use this information for statistical analysis purposes. Overall, this tool allows us to provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. This in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

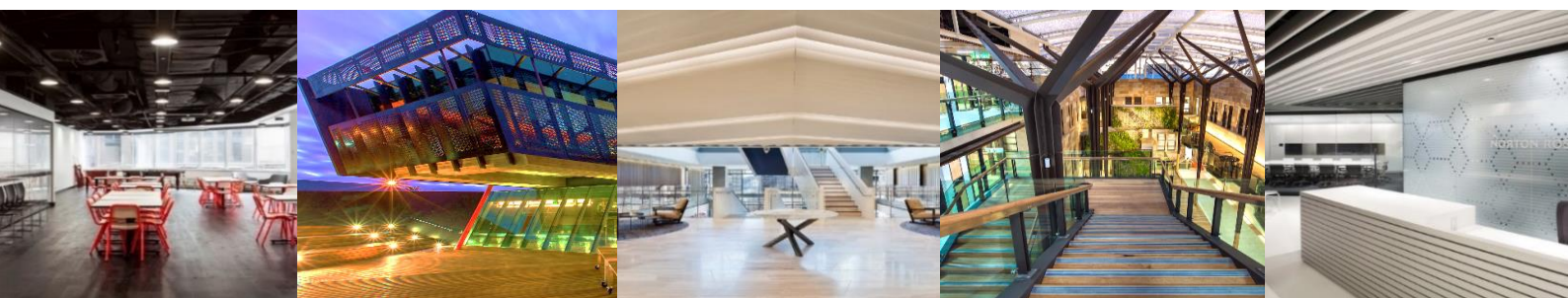
You may prevent your data from being used by Google Analytics by downloading and installing the Google Analytics Opt-out Browser Add-on, available at <https://tools.google.com/dlpage/gaoptout/>. To learn more about how Google collects and processes data in connection with Google Analytics, visit <http://www.google.com/policies/privacy/partners/>.

### LINKS TO OTHER WEBSITES AND THIRD PARTIES

Our website may contain links or references to third-party owned or operated websites or online services. We are not responsible for the collection of personal information or the security or privacy of such information on any such third party sites or services or for any personal information you disclose to such other organizations through or in connection with our social media pages.

### CHANGES

If we decide to change our privacy policy as required to comply with new laws or industry codes of practice which are developed, we will post those changes on this page so that you are always aware of what information we collect, how we use it, and under what circumstances we disclose it.



# PRIVACY POLICY



## COMPLAINTS AND FURTHER INFORMATION:

We will promptly acknowledge and investigate any complaint about the way we manage personal information.

We welcome any queries, comments or requests you may have regarding this Privacy Policy or our handling of personal information. Please do not hesitate to contact us at [dataprotection@medlandengineering.com](mailto:dataprotection@medlandengineering.com).

