

## WEBSITE PRIVACY POLICY

Ertech is committed to protecting the privacy of individuals and your privacy is important to us. Our Website Privacy Policy has been developed in accordance with the Privacy Act and details how we collect, use, disclose and store your Personal Information.

Ertech only collects, uses, discloses and stores Personal Information necessary for the purpose for which it was provided and in the course of carrying out our business activities which include; the project management, design management, construction management, construction and maintenance of multi-disciplined projects Australia wide.

### Definitions

Privacy Act is the Privacy Act 1988 (Commonwealth), any other privacy codes registered under the Privacy Act and includes the Australian Privacy Principles (APPs).

Personal Information means information or an opinion about an identified individual, or an individual who is reasonably identifiable whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not.

Website means the website [www.ertech.com.au](http://www.ertech.com.au)

Words like we, us, our, Ertech refer to Ertech Pty Ltd ABN 46 094 416 887 and any related bodies corporate, affiliates, employees, officers, agents or assigns.

Words like you and your, refer to users of our website.

### Links to external websites and social media

The Ertech website may contain links that direct you outside of this website including social media sites. These outside websites are not subject to the Ertech Privacy Policy and Ertech is not responsible for the privacy of these outside websites. These outside websites may provide their own privacy policies and by using these outside websites you may need to agree to these privacy policies. We encourage you to review these outside website privacy policies before providing your Personal Information.

### Cookies and the Ertech Website

Cookies are small files placed in your web browser that collect information about your web browsing behaviour. Cookies are used by the Ertech website to allow the website to tailor its configuration to your needs and preferences. Cookies do not access information stored on your computer or any Personal Information. Users of the website may set their browser to refuse cookies however this may restrict access to certain web pages on the Ertech website.

When visiting the Ertech website, information collected may include device identifiers, IP address, operating system, access time and any other browser to website information. This information may be collected and used to improve the effectiveness of the website and to record website usage data but will not be used to identify visitors to the website.

### Personal Information collected

Ertech collects Personal information in a lawful and fair manner and where possible collects the information directly from you. The Personal Information is only collected where it is reasonably necessary to allow Ertech to carry out our business activities.

For general enquiries by contacting Ertech via the website we will keep a record of your name, email, query, message and any other information You may provide.

The Ertech Website provides a Supplier Portal to allow suppliers, subcontractors and consultants to register their details prior to providing goods or services to Ertech. On registration, we will collect Personal Information including your name, email address, phone number, job title, company name and any other Personal Information you may provide.

The Ertech website provides career opportunities to join Ertech and allows users to browse job opportunities and to sign up with Ertech via email or other social media platforms. By contacting Ertech, we will collect Personal Information including your name, email address, phone number and any other Personal Information you may provide.

Sensitive information will not be collected unless it is reasonably necessary to collect this information to carry out our business activities and you consent to the collection of this information.

Unsolicited Personal Information, being where we have not requested this information and this information is not required to carry out our business, will be, where feasible and practicable, deleted from our records.

## **Use and Disclosure of Personal Information**

Ertech will only use and / or disclose the Personal Information collected via the website for the primary purpose it was collected for and any reasonable related secondary purpose. Ertech will seek consent if the Personal Information is to be used for any non-related purpose.

We may be required to use and / or disclose your information; if we believe that the use and / or disclosure is necessary to lessen or prevent a serious threat to the life, health or safety of any individual, or to public health or safety; if we suspect that unlawful activity, or misconduct of a serious nature, is being or may be engaged in; or if we are required to or authorised by law.

We may be required to disclose Personal Information to overseas recipients where we may be working with an overseas entity. If this was necessary, we would take all reasonable steps to ensure that the recipients of the information do not breach the requirements of the APPs or obtain your consent to the disclosure if the overseas entity did not meet the APPs.

## **Storage of Personal Information**

Ertech will take all reasonable steps to hold Personal Information in a secure manner to protect the information from misuse, interference, unauthorised access, unauthorised modification or unauthorised disclosure.

We may need to maintain company records for a significant period in terms of our document archiving requirements. However, where we no longer require your Personal Information, we will take reasonable steps to destroy or ensure that the information is de-identified, as soon as is practicable.

## **Direct Marketing**

The Ertech website is not used for direct marketing and any information collected by the Ertech website will not be disclosed for the purpose of direct marketing.

## **Accessing and Updating Personal Information**

Ertech will ensure personal information stored by Ertech is accurate, complete, up to date and relevant if it reasonable and practicable to do so while carrying out our business activities.

If you ask us to, Ertech will provide access to personal information, if it is reasonable and practicable to do so in accordance with the APPs and, if necessary, to correct that information to ensure that, in regard to the purpose for which it is held, the information is accurate, up to date, complete, relevant and not-misleading.

It is our preference that you contact the Ertech officer to whom your personal information was first provided. Alternatively contact us via the website, email [info@ertech.com.au](mailto:info@ertech.com.au), phone (08) 9302 6666 or by post to PO Box 1384, Wangara WA 6947 to request access to or to update any of your personal information held by Ertech and we will respond to your request in a reasonable time.

If you prefer to submit a request for access to your personal information using a pseudonym or otherwise keep your identity secret, Ertech will endeavour to satisfy your request if it is feasible or practicable to do so.

## **Complaints and further information**

If you have a complaint or require further information about how Ertech manages the privacy of your Personal Information in compliance with APPs, please contact us via the website, email [info@ertech.com.au](mailto:info@ertech.com.au), phone (08) 9302 6666 or by post to PO Box 1384, Wangara WA 6947 and we will respond to your request in a reasonable time.

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We may request that you provide details of a complaint in writing and if you are not satisfied by our response you may contact the Office of the Australian Information Commissioner (OAIC).

**Consent, modification and updates to this Privacy Policy**

By using the Ertech website and accessing or using any of the content, data, graphics, information and other material on our website, you are agreeing to this Privacy Policy and the Ertech website terms and conditions.

We reserve the right to modify or update our Privacy Policy in accordance with changes in the Privacy Act, changes in the content of our website and changes in our business activities.

Please return periodically to review our Privacy Policy. If you have any concerns about changes in our Privacy Policy, you should not access or use the website and inform us of these concerns by contacting us via the website, email [info@ertech.com.au](mailto:info@ertech.com.au), phone (08) 9302 6666 or by post to PO Box 1384, Wangara WA 6947.