

## **Privacy Policy**

Piersbridge Consultants respects the privacy of our clients, agents and associates and protects your personal information. We comply with the National Privacy Principles (NPPs) as implemented under the Privacy Amendment (Private Sector) Act 2000 ('Privacy Act'), which came into effect on 21 December 2001. The Privacy Act established a national scheme for the handling of personal information by private sector organisations. The NPPs are the minimum privacy standards.

This Privacy Policy outlines how Piersbridge Consultants safeguards the privacy of your personal information in compliance with the privacy laws. The scope of the principles set out in our Privacy Policy extends to any personal information you give to us in person, through the telephone, via our website or pursuant to any other arrangement.

Acts and practices of ours which are directly related to the employee records of our current and former employees are exempt from the coverage of the NPPs and this Privacy Policy does not apply to them.

### **Our Commitment to Protecting Your Privacy**

Meaning of Personal Information means any information or opinion about you from which your identity is apparent or can reasonably be established.

### **Collection of your Personal Information**

Piersbridge Consultants only collects personal information from you, which is necessary for conducting our business, providing our services to you and meeting our legal obligations. We collect personal information about you only by lawful and fair means and not in an unreasonably intrusive way.

Piersbridge Consultants takes reasonable steps to ensure that you know why we are collecting your personal information, what we use it for, to whom we disclose it and how you can access it to ensure its accuracy.

Generally, we may collect personal information about you when you meet with us in person, contact us by telephone, facsimile or email, correspond with us by mail or when you request further information about our services through our website.

Piersbridge Consultants only collect personal information from our website when you provide it to us voluntarily, for example when you send us an email, or complete an electronic enquiry form requesting further details about our services.

The type of personal information which we collect depends on the nature of your dealings with us. The personal information we collect from you usually includes your name, title, address and contact numbers.

Occasionally, while acting on your behalf Piersbridge Consultants may collect personal information about you from a third party such as organizations with whom you may have dealings, an information service provider or from a publicly maintained record.

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

Piersbridge Consultants endeavors to use and disclose personal information about you only for the primary purpose for which we have collected it. The primary purpose of collection may relate to the

provision of our services; considering your application for employment with us; obtaining services from you; or marketing our services to you.

Sometimes it may be necessary to use or disclose your personal information for a secondary purpose, which is related to the primary purpose of collection, such as generating bills and reminder notices or providing our newsletter to you.

*Piersbridge Consultants does not disclose or sell personal information we collect and hold to third parties in order to allow them to directly market their products and services to you.*

### **Maintaining the Quality of your Personal Information**

Piersbridge Consultants takes reasonable steps to make sure that the personal information which we collect, use or disclose is accurate, complete and up-to-date.

If you believe that the personal information we hold about you is inaccurate, incomplete and not up-to-date, please contact our Privacy Officer Warren Kotkis on 9228-8788 or by emailing [warren@piersbridge.com.au](mailto:warren@piersbridge.com.au) and we will take reasonable steps to amend the information. If we disagree with your view about the accuracy, completeness or currency of a record of your personal information which we hold, and you request us to associate with that record a statement that you have an opposing view, we will take reasonable action to do so.

### **Securing your Personal Information**

Piersbridge Consultants will take reasonable steps to protect the personal information which we hold from misuse and loss, and from unauthorised access, modification or disclosure.

To protect your personal information, we have implemented physical, computer and network communications and personnel security measures. Locks and a monitored alarm system secure our office and data storage facilities. Authorised users who have been issued passwords and specific user identifiers can only gain access to our computer system.

Piersbridge Consultants takes reasonable steps to destroy or permanently de-identify your personal information if it is no longer needed by us. We have in place systems for destroying or de-identifying personal information that is no longer required, such as shredding of paper documents that contain such information.

### **Fostering Openness**

Our Privacy Policy demonstrates our commitment to protecting your personal information and sets out the information handling practices, which we have implemented to achieve this aim.

Upon a request by you, we will take reasonable steps to notify you, in general, what type of personal information we hold about you, for what purposes, and how we collect, hold, use and disclose that information.

### **Accessing your Personal Information**

Subject to the exceptions outlined in the *Privacy Act*, you may gain access to the personal information that we hold about you by contacting our Privacy Officer.

Piersbridge Consultants will deal with your request within a reasonable time. We may charge you a reasonable fee for retrieving the personal information we hold about you and providing you with a copy of it.

In the event that we deny you access to your personal information, we will provide reasons for our decision to do so.

### **Our Contact Details**

If you would like to find out more about Piersbridge Consultants' management of personal information or our approach to privacy, please contact our Privacy Officer Warren Kotkis on 9228-8788, or by emailing [warren@piersbridge.com.au](mailto:warren@piersbridge.com.au).

### **Amendment to Privacy Policy**

Piersbridge Consultants reserves the right to amend our Privacy Policy as and when it becomes necessary. We will issue notice about any changes to the content of this policy by publishing an updated version on our website - [www.piersbridge.com.au](http://www.piersbridge.com.au).

### **Acceptance and Changes to Terms of Use**

You acknowledge and accept that your use of this website indicates your acceptance of these Terms and Conditions of Use, the Intellectual Property Rights Notice and the Privacy Statement.

These Terms of Use replace any other terms of use for this website published on this website to date. Piersbridge Consultants may at any time vary the Terms of Use by publishing variations on this website. You accept that by doing this, we have provided you with sufficient notice of the variation.

### **Termination**

If in our reasonable opinion, you breach any of these Terms of Use, Piersbridge Consultants may suspend, terminate or limit your access to this website and terminate the Terms of Use effective immediately.

If any of these Terms of Use are invalid or unenforceable, the relevant term will be struck out and the remaining terms will remain in force. If Piersbridge Consultants do not act in relation to a breach by you of these Terms of Use, this does not waive our right to act with respect to subsequent or similar breaches.

### **Governing Law**

This notice and the information on this site and all matters relating thereto are governed by and are to be construed according to the laws applicable in the State of Western Australia, Commonwealth of Australia. The parties irrevocably submit to the non-exclusive jurisdiction of the Courts of Western Australia, Australia and the courts of appeal from them for determining any dispute concerning these Terms of Use.