

# Privacy Policy

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## Statement

CNC Project Management (CNC) is committed to handling personal information we collect in accordance with the Australian Privacy Principles (APPs) in the Privacy Act 1988 (Cth) (Privacy Act).

The Privacy Act 1988 defines personal information as *information or an opinion, whether true or not, and whether recorded in a material form or not, about an identified individual, or an individual who is reasonably identifiable.*

## Collection of Personal Information

CNC collects personal information to conduct its business, provide and market its services and to meet legal obligations. The type of information we collect, and hold varies depending on the type of contact you have with us. It includes but is not limited to:

- Names;
- Contact details such as address, phone and email;
- Date of Birth;
- Bank and Credit History Details;
- Qualifications; and
- Proof of Right to Work.

If personal information we request is not provided, it may impact CNC in being able to supply the relevant product or service.

Personal information is generally collected by way of forms completed by individuals, interviews, and conversations conducted either by telephone or in person. However, in certain circumstances, personal information from a third party about an individual such as a report by a medical practitioner may be disclosed to CNC. Personal information may also be collected from our website and social media accounts.

We utilise third parties to analyse traffic of the website, which may involve the use of cookies. Information collected through such analysis is anonymous and not identifiable.

Some personal information which we collect is 'sensitive information'. Sensitive information is a type of personal information and will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or where other circumstances apply (e.g. where required by law). Sensitive information includes (but is not limited to):

- Health (including predictive genetic information);
- Criminal records; and
- Racial or ethnic origin.

## Disclosure of Personal Information

CNC may use and disclose personal information about you for the primary purpose for which it is collected, for reasonably expected secondary purposes, which are related to the primary purpose and in other circumstances authorised by the Privacy Act. Purposes include:

- To communicate with you;
- To conduct our business;

- To provide and market our services;
- To purchase from you;
- To comply with our legal obligations; and
- To help us manage and enhance our services.

We may disclose personal information about you to:

- Our clients;
- Third parties as required by law;
- Our employees. We will take reasonable steps to ensure that our employees respect the confidentiality of this information by abiding by the APPs or equivalent privacy laws;
- Other companies or individuals who assist us in providing services or who perform functions on our behalf; and
- Anyone else to whom you authorise us to disclose personal information about you

We will not disclose personal information about you to recipients outside of Australia without obtaining your consent or otherwise complying with the APPs. Your consent may be implied in some circumstances.

## **Management of Personal Information**

CNC takes reasonable steps to protect personal information it holds from misuse, loss, unauthorised access, modification or disclosure, for example restricted access to electronic records.

The APPs requires us to take reasonable steps to protect the security of personal information. CNC personnel are required to respect the confidentiality of personal information and the privacy of individuals.

To ensure that the personal information CNC holds is accurate, up-to-date and complete we encourage our employees and clients to contact us with any amendments or changes.

Subject to the exceptions set out in the Privacy Act, you may gain access to the personal information CNC holds about you. Prior to the release of any information, we will require you to confirm your identity and to specify the information you require.

Where CNC no longer requires personal information about you for a permitted purpose under the APPs, we will take reasonable steps to destroy it.



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Dave Maloney  
Managing Director

07 / 12 / 18

Date