

## PRIVACY POLICY

### Eire Constructions Pty Ltd - Privacy Policy and Collection Notice

**Eire Constructions Pty Ltd and its subsidiaries and associated companies (“Eire”)** are committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your personal information.

#### Collection of Personal Information –

This Privacy policy applies to the collection, storage, use and disclosure of personal information by Eire referred to in this notice as “Eire”, “our”, “we” or “us”.

Personal Information is information or an opinion that identifies an individual. Examples of personal information we collect include: names, addresses, email addresses, phone and facsimile numbers.

Eire collects personal information from employees during the course of a person’s employment.

Eire collects personal information from our clients (or their personnel). This may include when you communicate with us, meet with us, when you use any of our services or pay for services and when you visit our premises.

Eire collects personal information from suppliers (or their personnel) that provide products and services to us. For example when you correspond with us, provide products and services to us and when we meet.

Eire collects personal information through our website/social media when visitors to the site communicate with us or apply for a position with us. We may also collect non-personally identifiable information, including but not limited to pages viewed while browsing the site, page access times and referring websites.

Personal information collected may include name, position, address, contact details, bank account details, taxation numbers, credit information, health information, qualifications, licences, the organisation you may represent and other information you provide to us in connection with us supplying our products and services to you or during the course of employment. We collect your personal information for the primary purpose of providing our services to you or your organisation or to assist us in your employment.

#### Privacy Policy

We are committed to protecting your personal information and ensuring its privacy, accuracy and security. We handle your personal information in a responsible manner in accordance with the Privacy Act 1988 (Act) and the Australian Privacy Principles (APPs) from Schedule 1 of the Privacy Amendment Act 2012.

It is optional to provide us with your personal information but if you do not we may not be able to conduct business with you.

By using any of our products or services, visiting our website/social media or giving us your personal information, you agree to your information being collected, stored, used and disclosed as set out in our Privacy Policy.

#### Security of Personal Information

Your personal information is stored in a manner that reasonably protects it from misuse, interference and loss and from unauthorised access, modification or disclosure.

We will not use your personal information for any purpose which is not related to the Primary Purpose for which it is collected for.

When your personal information is no longer needed for the purpose for which it was obtained, subject to statutory requirements regarding its retention, we will take reasonable steps to destroy or permanently de-identify your personal information.



## **Accessing your Personal Information**

You have a right to access your personal information, subject to exceptions allowed by law. If you would like to do so please let us know. You may be required to put your request in writing.

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

It is important to us that your personal information is up to date. We will take reasonable steps to make sure that your personal information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as possible.

## **Who does this policy apply to**

This policy applies to –

- Employees
- Prospective employees
- Prospective clients
- Clients
- Business partners
- Suppliers
- Contractors/Subcontractors
- Shareholders

## **Changes to this Privacy Policy**

Eire reserves the right to make amendments to this Privacy Policy at any time.

## **Contacting us**

If you have any questions about this Privacy Policy and would like further information, please contact us by any of the following means during business hours, Monday to Friday.

Call: +61 6586 1955

Email: [admin@eirecon.com.au](mailto:admin@eirecon.com.au)

Post: Eire Constructions Pty Ltd

PO Box 892

PORT MACQUARIE NSW 2444