

Privacy Policy

Occupational Hygiene Consulting Pty Ltd (ACN 158 519 638) (“Occupational Hygiene Consulting”, “we”, or “us”) is committed to protecting and respecting your privacy.

1. SCOPE

- 1.1. The *Privacy Act 1988* (the “**Act**”) governs how we collect, use, disclose, store, secure and dispose of your personal information.
- 1.2. This policy, together with our Terms and Conditions (available at www.occupationalhygieneconsulting.com.au) and any other documents referred to in it, sets out how Occupational Hygiene Consulting handles personal information, including the basis on which any personal data we collect from you, or that you provide to us, will be processed, stored, and disclosed by us.
- 1.3. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

2. INFORMATION COLLECTION

- 2.1. Personal information is information or an opinion that identifies an individual, such as names, addresses, email addresses, phone and facsimile numbers.
- 2.2. In providing our Services, we may collect and process the following personal information and other data about you:
 - 2.2.1. information that you provide by filling in forms or otherwise engaging with our site: <http://www.occupationalhygieneconsulting.com.au> (our **Site**). This includes any and all information provided through any means available on our Site.
 - 2.2.2. if you contact us, we may keep a record of that correspondence;
 - 2.2.3. we may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them;
 - 2.2.4. details of your visits to our site and the resources that you access; or
 - 2.2.5. when you interact and engage with social networking services such as Facebook and Twitter mentioning our name or Services.
- 2.3. Where reasonable and practicable to do so, we will collect Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.
- 2.4. We only retain personal data for so long as it is necessary. Data may be archived as long as the purpose for which the data was used still exists.

3. HOW WE USE YOUR INFORMATION

- 3.1. The purposes for which information may be used by us include:
 - 3.1.1. to understand your needs and to be able to provide you with a better service;
 - 3.1.2. to fulfil any requests or answer any questions of us, through the Contact Us platform, as expeditiously as possible;
 - 3.1.3. ensuring that content from our site is presented in the most effective manner for you and for your computer;
 - 3.1.4. providing you with alerts, newsletter, education materials or information that you requested or signed up to;
 - 3.1.5. carrying out our obligations arising from any contracts entered into between you and us;
 - 3.1.6. allowing you to participate in interactive features of our service, when you choose to do so;
 - 3.1.7. designing and conducting surveys/questionnaires for client profiling/segmentation, statistical analysis, improving and furthering the provision our services;
 - 3.1.8. complying with laws and regulations applicable to us or any of our affiliates in or outside Australia;
 - 3.1.9. legal proceedings, including collecting overdue amounts and seeking professional advices;
 - 3.1.10. researching, designing and launching services or products including seminars/events/forums;
 - 3.1.11. we use personal information for purposes of administering our business activities, providing customer service and making available other items and services to our customers and prospective customers; or
 - 3.1.12. purposes directly related or incidental to the above.

4. BEHAVIOURAL ADVERTISING

- 4.1. We intend to use your data and information in direct marketing and we require your consent (which includes an indication of no objection) for that purpose. By using our site, unless you tell us otherwise, you agree that:
 - 4.1.1. your name, contact details (including address, contact number, email address), products and services information, transaction pattern and behaviour, background and demographic data held by us from time to time may be used by us in direct and indirect marketing;
 - 4.1.2. the following classes of services, products and subjects may be marketed to you:

- i. services and products related to our site and/or our affiliates (including marketing affiliates programs we are a part of);
- ii. reward, loyalty or privileges programmes, promotional offers and related services; and
- iii. invitations to events such as seminars/webinars/tele-seminars, conferences, live programs or events.

4.1.3. We may conduct direct marketing via email, direct mail, telephone and other means of communication or send e-newsletters to you. You may choose not to receive promotional materials, by simply telling us (see below for contact details), and we will cease to do so, without charge.

5. DISCLOSURE OF YOUR INFORMATION

- 5.1. We will keep the personal data we hold confidential but may provide information to:
- 5.1.1. personnel, agents, advisers, auditors, contractors, financial institutions, and service providers in connection with our operations or services;
 - 5.1.2. our offices, affiliates, business partners and counterparts (if any);
 - 5.1.3. persons under a duty of confidentiality to us;
 - 5.1.4. persons to whom we are required to make disclosure under applicable laws and regulations in or outside Australia; or
 - 5.1.5. actual or proposed transferees or participants of our services in or outside Australia.

6. COOKIES

- 6.1. Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. By continuing to browse the site, you are agreeing to our use of cookies.
- 6.2. A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive.
- 6.3. Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.
- 6.4. We may use third party web analytic services on the website. These third party providers administer these services using technologies such as cookies, web server logs and web beacons to help us analyse how visitors use the website. The information collected through these means (including IP address) is disclosed to these service providers, who use the information to evaluate use of the website. These third party services, such as Google and Facebook may use the data collected to contextualise and personalise the marketing materials of their own

advertising network.

- 6.5. You may block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

7. SECURITY

- 7.1. All information you provide to us is stored on secure servers provided by third parties. Any payment transactions will be encrypted using technology provided by third parties.
- 7.2. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use procedures and security features to try to prevent unauthorized access.
- 7.3. We may hold your data on servers in Australia and any other territories as we see fit from time to time. We may also transfer your data to our overseas offices or third parties, who may be located in or outside of Australia.

8. CHANGES TO OUR PRIVACY POLICY

- 8.1. Any changes we may make to our privacy policy in the future will be posted on this page.

9. YOUR CONSENT AND RIGHTS

- 9.1. By using our service, making an application or visiting our website, you consent to the collection and use of your information and other activities as outlined in this policy.
- 9.2. Under the Act, individuals have the right:
 - 9.2.1. to check whether we hold personal data about you and to access such data;
 - 9.2.2. to require us to correct as soon as reasonably practicable any data relating to you that is inaccurate;
 - 9.2.3. to ascertain our policies and practices in relation to personal data and the kind of personal data held by us; and
 - 9.2.4. to withdraw your consent to the use of your personal data for marketing purposes and we shall not use your personal data for marketing purposes after you communicate your withdrawal of consent to us.
- 9.3. You may exercise your opt-out right by notifying us if you wish to withdraw your consent to the use of your personal data for direct marketing purposes.
- 9.4. In accordance with the Act, we have the right to and may charge a reasonable fee for processing any data access request.

10. ACCESSING AND CORRECTING YOUR PERSONAL INFORMATION

- 10.1. If you ask, in most cases we must give you access to the personal information that we hold about you, and take reasonable steps to correct it if we consider it is incorrect. We will try to make the process as simple as possible, however we may require identification from you before the release, or access is granted to, this personal information.

11. GENERAL DATA PROTECTION REGULATION

- 11.1. If you are located in the European Union or European Economic Area, you may also have certain rights under the General Data Protection Regulation. The personal information you provide on this web page to use or to register for our services is being collected with your consent, for the exclusive purpose of permitting us to facilitate your usage of our services and to contact you in connection with our services. The data may be stored or processed outside of the EU, including in the Australia, on our servers or servers available to us.

12. COMPLAINTS AND CONTACT

- 12.1. You can complain to us in writing about how we have handled your personal information. We will endeavour to do our best to respond to the complaint within 30 business days of receipt of that complaint.
- 12.2. For more information about our privacy practices, if you have any questions, or would like to discuss anything further, please contact us using the details provided below:

Occupational Hygiene Consulting
[Re: Privacy Policy]
Email: info@occupationalhygieneconsulting.com.au
Phone: 0429 700 016
Mail:
PO Box 192
Maitland NSW 2320

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