

PRIVACY POLICY

1. About this Privacy Policy

Kerwick's Earthworks Pty Ltd ('we', 'us' or 'our') recognises the importance of privacy and is committed to protecting the privacy of individuals when handling their personal information.

This Privacy Policy outlines how we collect, hold, use, disclose and otherwise handle personal information in an open and transparent manner consistent with the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth).

By providing us with your personal information you will be deemed to consent to us handling it in accordance with this Privacy Policy as updated from time to time.

2. Why we collect personal information

We collect, hold and use personal information for purposes relating to the promotion and supply of our equipment and/or services – eg: collect, hold and use your personal information for the purpose of:

- informing you about our products or services that may be of interest to you
- responding to your queries or feedback about our products or services
- supplying our equipment and/or services to you
- providing you with support for supply of our equipment and/or services
- managing the supply of our equipment and/or services to you
- evaluating or developing our services
- complying with our legal or regulatory obligations.

We also collect personal information from our employees for purposes relating to legislative and regulatory requirements for personnel records.

3. What kinds of personal information we collect

The kinds of personal information about you that we may collect and hold include your contact details, interests, date of birth, driver's licence details, certificates of competency, credit related information, employment history, educational qualifications, payment details, bank account details, credit card details, purchase history and service related information.

Where you do not provide us with all or some of your personal information that we request then we may not be able to supply our equipment and/or services to you or your employment may be in jeopardy because we do not have the correct information to satisfy legislative and/or regulatory requirements.

4. What website visitor information we collect

We use a range of third party tools to collect information about visitors to our website www.kerwicksearthworks.com.au.

5. How we collect personal information

We usually collect personal information directly from you – eg: we may collect personal information from you in person when you meet with us or when you communicate with us by mail, telephone, facsimile, email, when you complete employee forms or other means.

We may also collect your personal information from a third party where it is unreasonable or impracticable to collect the information directly from you – eg: we may collect your personal information from a third party when you are appointed to act as the authorised representative of the third party for the purpose of administering or managing the supply of our equipment and/or services which are required by the third party.

6. How we hold personal information

We hold personal information that we collect in both physical and electronic storage facilities including paper-based files and computer databases.

We protect personal information that we hold from misuse, interference and loss, and from unauthorised access, modification or disclosure using both physical and electronic security measures which include secure premises, locked cabinets, video surveillance, secure databases, password access, access records, anti-virus software, data transfer encryption and firewalls.

7. Why we disclose personal information

We disclose personal information to third parties for purposes relating to the supply of our equipment and services. For example, we may disclose your personal information to:

- a credit report provider for the purpose of obtaining a credit report to assess your credit eligibility before supplying any of our products or services to you;
- our customer support provider(s) for the purpose of providing you with support for our products or services.

We will not disclose your personal information to any other third parties without your consent except where required or authorised by law.

8. How you may access and correct personal information

You have the right to request access to, and correction of, any of your personal information that we hold. You should promptly notify us if you become aware that any of your personal information that we hold is inaccurate or out-of-date.

If you wish to access, correct or update any of your personal information that we hold, please contact our Privacy Officer using the contact details below.

9. How to make an enquiry or complaint

If you have an enquiry or complaint about our handling of your personal information, please contact our Privacy Officer using the contact details below. Our Privacy Officer has responsibility for dealing with all enquiries and complaints about our handling of personal information.

10. How we update this Privacy Policy

We may update this Privacy Policy from time to time to take into account changes in our information handling practices by publishing an updated version of this Privacy Policy on our Website. You should regularly review the most recent version of this Privacy Policy available on our Website.

11. How to contact us

You may contact our Privacy Officer using the contact details below:

Rachel Kerwick
Executive Director
Kerwick's Earthworks Pty Ltd
Phone: 07 4627 1283
Email: office@kerwickearthworks.com.au
Address: 19 Pound Road, Miles Qld 4415

Dominic Kerwick
Managing Director