



Privacy Policy

1 YOUR PRIVACY IS IMPORTANT TO US

The people in our business, and their trust, are core to our business. It is for that reason that we are committed to protecting your privacy and any information you provide to us.

The Privacy Policy is for all people who provide personal information to any entity within the Karratha Building Group (see clause 2. for details of who is in the Karratha Building Group).

From time to time, we will notify you of any changes or additions to how we handle your information.

This could be when you complete a registration or claims form, or receive terms and conditions relating to one of the Karratha Building Group's businesses. When you receive this further information, please consider it carefully. Please also regularly visit our policies page on our website as we will update this Privacy Policy from time to time.

2 ABOUT KARRATHA BUILDING

KARRATHA BUILDING UNIT TRUST consists of KBC Scaffolding and Karratha Building ABN 167 42 052 318. In this Privacy Policy, we refer to the group as "Karratha Building" or "we", "us" or "our".

Karratha Building provides a range of construction and trade services in the mining and industrial industries.

3 INFORMATION WE COLLECT

The Information we collect from you

We collect information about you and the interactions you have with us. This includes when you request or use our services, seek employment with or through us, and when you communicate with us on the phone, email, through our websites, apps and other mobile applications.

Depending on the nature of the services we provide and the type of relationship we have with you, we may collect information about your identity and contact details, your gender, your nationality and right to work in Australia, information relating to equal opportunity, your health and fitness, employment history, qualifications and related information.

If you use our website, apps, online services and other mobile applications, information about your location and activities may also be collected. Such information includes IP addresses, telephone numbers and whether you accessed third party sites. It also includes information on the volume of site visits, date and time of visits, the origin of visits, pages viewed and the length of time spent on our site.

Some of this information is collected through the use of cookies (see clause below for more information on cookies)

opportunities. If we do this, our reports and insights will be based on aggregated information and will not contain any information that identifies you.

5 WHO DO WE EXCHANGE YOUR INFORMATION WITH?

Karratha Building will exchange information between members of Karratha Building. This is largely to ensure that we may provide an integrated approach to all of our clients, employees and other parties with whom we engage. All Karratha Building Group members may use this information for any of the purposes mentioned in clause 4. **Third parties** We may exchange your information with third parties where this is permitted by law or for any of the purposes mentioned in clause 4. Third parties include:

- a) clients and customers of the Karratha Building Group, and any of its members;
- b) service providers, including those to whom we outsource certain functions such as direct marketing, document production, debt recovery and information technology support;
- c) advisers and persons acting on your behalf, such as your doctor or solicitor;
- d) our financiers, investors, advisers and persons who may acquire rights to our assets;
- e) claims-related providers, such as assessors and investigators, who help us with claims;
- f) auditors and insurers;
- g) employers, former employers and potential employers;
- h) government and law enforcement agencies or regulators; and
- i) entities established to help identify illegal activities and prevent fraud.

Parents and Guardians If you are under the age of 16, or have special needs, we may share your information with one or more of your parents or legal guardians or any person appointed to manage your affairs.

Sending information overseas Karratha Building generally uses systems and operates within Australia. However, we may send your information overseas from time to time. We may also send information overseas to service providers or other third parties who operate or hold data outside Australia. We may also send information overseas where this is required by laws and regulations of Australia or another country. Where we send your information overseas, we will make sure that appropriate security arrangements and data handling systems are in place. Please note that in some cases, overseas laws may apply to the data.\

6 HOW WE KEEP YOUR INFORMATION SECURE

We generally keep our records which contain your information on our premises and systems. Otherwise, we may keep them offsite using trusted third parties. We use a specially designed, secure database for storing your information. We also train and remind our staff of their obligations with regard to your information. When we interact with you on the internet through our website, apps, online services and mobile applications, we generally use a variety of tools and systems to protect against unauthorised persons and viruses accessing our systems. This may include encryption processes, firewalls, virus scanning tools and intrusion detection systems. We also limit access to your information by requiring use of passwords. We generally only keep information for as long as required. For example, to be able to provide ongoing services and opportunities and to meet legal obligations and internal needs.

7 WHAT IF YOU WANT TO ACCESS, UPDATE OR CORRECT YOUR INFORMATION?

Accessing your information If you would like to access to your basic information (for example, details about where you have worked and your pay details), you can do this by contacting us at one of our business centres, by emailing or by calling us. Our staff will then refer your request to the

How we use cookies

We will use a combination of the various types of cookies from time to time. Our use of cookies will depend on what part of our websites and online services you use and what functions you request of those sites and services. For example, in order to measure the effectiveness of marketing campaigns (for example, banner advertising), there may be occasions where we allow third parties to collect analytical data from our site using their cookies. Further, we may provide website visitor usage information to third party advertising servers (such as DoubleClick™) in order to target our online banner advertising on other sites. Again we do not allow the capture or transmission of any site usage information that can personally identify you. Please note that these cookies do not capture information that leads to your personal identity being revealed.

How to delete or block cookies

By checking your browser settings, you can control how cookies are used on your computer or device. In relation to third-party ad servers, or to learn more about not having this information used to target advertisements to you, please visit DoubleClick's website at <http://www.google.com/doubleclick>. Note: This link will take you away from the Karratha Building Group's website. Please note that some of the cookies we use may be essential to ensuring privacy and protection of data and functionality. If you delete or block certain cookies, your experience on our websites and services may be affected. You may discover that functionality is limited or some parts of the website do not work at all.

10 OUR CONTACT DETAILS

To contact us, you can find all of our contact details on our 'find us' website page at <http://www.KarrathaBuilding.com.au/contactus>. Alternatively, you can call us on 08 9185 3522 or visit our office.

Signed.....
Managing Director

Date..15/3/2016