

Pattemore Consultants Pty Ltd in association with Pattemore Constructions Pty Ltd (PattCon), specialises in construction, refurbishment, and maintenance of commercial, industrial and government facilities.

SCOPE

This Policy applies to and is to be complied with by all employee's, subcontractor's, stakeholder's, visitors, volunteers and others at all PattCon's worksites and places.

This Policy is to be regularly communicated to all and be available to any interested party upon request and to be reviewed for its on-going suitability.

OBJECTIVE

PattCon is bound by all relevant privacy and data protection Laws and Regulations in the Northern Territory and is committed to ensuring the privacy of the information provided to it by potential employees, employees, subcontractors, suppliers, clients and other third parties.

Collection

PattCon will not collect, use or disclose personal information except in limited circumstances where necessary for the purposes of its business. Situations in which PattCon may collect personal information include:

- Recruitment and selection of employees and subcontractors.
- Engagement of employees and subcontractors.
- Personnel administration.
- When required by Law.
- When dealing with certain government agencies.

Personal information may be received verbally, in writing, by telephone, by e-mail, or through other methods of communication, PattCon endeavours to collect personal information direct from the individual concerned except where it is not practical to do so.

Personal information can be gathered from e-mails, letters sent or business cards or other form of media provided to PattCon.

Personal information may be collected from and shared with third parties during recruitment or engagement or to ensure that information held by PattCon is correct.

Third parties may include:

- Recruitment or human resource service providers.
- Health professionals.
- Insurers and insurance brokers.
- Nominated referees.

In each case, PattCon treats personal information in accordance with all relevant privacy and data protection Laws and Regulations.

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Accuracy of Personal Information

PattCon will take reasonable steps to ensure the personal information that is maintained is accurate, complete and up to date.

At any time, a person may request that their personal information be corrected, supplemented or, if no longer required for an original lawful purpose of collection, permanently deleted the from PattCon system.

How Personal Information Is Used

Personal information will be stored within PattCon's systems for its immediate business and administration purposes only. PattCon will collect personal information for the following purposes to:

Select suitable staff.

Facilitate the administration of staff and their records.

- Contact next-of-kin (only where necessary).
- Manage employees throughout the term of their engagement.
- Maintain archival material in respect of former employees.
- Assist in performance management and career development.
- Ensure that competent trained staff are utilised.
- Conduct internal research.
- Conduct marketing and data analysis.
- Send personal updates and news concerning PattCon and its business partners.
- Assist personnel with any future requirements.
- Comply with PattCon's statutory obligations.

Personal information is not sold to others.

Any person may request that PattCon ceases sending marketing material at any time.

If PattCon needs to use personal data for a purpose beyond what it originally was provided for, PattCon will ask the relevant person for consent.

Personal Information That May Be Disclosed

PattCon will only disclose personal information in accordance with this policy and, where this involves the transfer of information overseas, only where the recipient has demonstrated that it complies with all relevant privacy and data protection Laws and Regulations.

PattCon will not disclose, sell or market any personal information to any unaffiliated third party without prior permission from the person concerned, except where to do so is in accordance with the original purpose of collection.

PattCon may disclose personal information to any person, specifically to any government agency, without notice, if PattCon, in good faith, believes that such is required in order to comply with Law,

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or is required for the prevention, detection, investigation or remedying of seriously improper conduct potentially affecting PattCon.

Access To Personal Information

PattCon will, in most circumstances, make available to the person concerned upon request any personal information about that person that has been collected.

Requests for access to personal information must be made in writing to PattCon.

PattCon will respond to a request for access to information and will seek to do so within a reasonable time frame.

Refusal To Access Personal Information

In certain circumstances PattCon may refuse a person access to their personal information. The circumstances in which PattCon may do so include where:

- It would have an unreasonable impact on the privacy of others.
- The information relates to legal proceedings.
- Providing access to information would prejudice certain investigations.
- PattCon is required by Law not to disclose the information.
- PattCon has an option under Law not to disclose the information and have formed the view in good faith that it would be inappropriate to make the disclosure.

Confidentiality & Security

PattCon is committed to safeguard any personal information that is provided, to ensure that it remains confidential and secure and take all reasonable steps to ensure that personal privacy is respected. All data is stored in written and/or electronic form and PattCon maintains physical, electronic and procedural safeguards to protect personal information. PattCon restricts access to personal information to those employees, joint venture partners and third-party providers which need to know that information so that PattCon may deliver services and products efficiently and effectively.

PattCon follows strict security procedures in order to protect personal information from loss, unauthorised access, misuse or disclosure. So long as PattCon has complied with this undertaking and with any other statutory obligations, PattCon will not be held liable for any claims, losses, or damages which may result from access by an unauthorised third party, or the introduction of viruses, worms, or other harmful elements into the system and their possible effects on personal information contained on PattCon's website.

To further enhance confidentiality and security, people have the option where lawful and practicable not to identify themselves when entering into transactions with PattCon.

Management of Personal Information

PattCon trains its employees who handle personal information to respect the confidentiality of personal information and the privacy of individuals. PattCon regards breaches of this Privacy Policy

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seriously and will impose appropriate penalties, including instant dismissal of employees who inappropriately access or misuse personal information.

PattCon has responsible personnel to ensure the management of personal information is in accordance with this Policy and all legislative requirements.

Use of Cookies

For users of PattCon's website, a cookie (a small data file that a website may write on a user's hard drive) may be deployed when a person visits the site to allow PattCon to recognise the user's computer and assist in the navigation on the website. Cookies are not linked to any personal identification information and do not allow access to any information on a user's hard drive. Users can refuse to accept cookies by turning them off on their browser.

It is the policy of PattCon that any information obtained through the use of cookies will only be used internally by PattCon to provide a service to the user and to evaluate and improve the effectiveness of the website.

Links

PattCon's website provides hyperlinks to web sites owned and controlled by others. PattCon is not responsible for the privacy practices of any web site not owned or controlled by PattCon.

Consent

By accessing or using PattCon's web site a user consents to the collection, use, and transfer of personal information as described in this Privacy Policy.

Complaint Resolution Mechanism

In the event that a person has a question, concern or complaint regarding the way in which PattCon handled personal information an enquiry should be submitted to PattCon Senior Management.

COMMITMENT

PattCon is committed to respecting the privacy of all employees, clients and subcontractors, and the protection of any personal information which may be collected. Such personal information will be used in accordance with the disclosures herein.

Our Policy is supported by Senior Management who are committed to the establishment, implementation, maintenance, and regular review of this Policy.



Peter Pattemore
Project Director



John Pattemore
Construction Director

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