

# TAILORED PROJECT GROUP PROPRIETARY LIMITED

## PRIVACY POLICY / STATEMENT

### 1. Introduction

This Privacy Statement describes how Tailored Project Group Proprietary Limited (TPG) including its related companies collects, holds, uses and discloses personal information consistent with *the Privacy Act 1988*. This Statement is also notification to individuals of the matters required to be notified by the Australian Privacy Principles. An individual who provides personal information to TPG has access to this Privacy Statement via

TPG's website: [www.tailoredprojectgroup.com.au](http://www.tailoredprojectgroup.com.au)

By providing personal information to TPG and having access to this Privacy Statement, an individual consents to TPG collecting, holding, using and disclosing personal information in accordance with this Privacy Statement.

### 2. Personal information collected by TPG

Personal information collected by TPG includes:

- contact details, such as name, address, phone numbers and email address;
- personal details, such as date of birth; gender identification, qualifications; education or education activities; information about an individual's membership of trade union or professional bodies; and information about an individual's membership of leadership of an association;
- bank account, credit card and other financial details.

### 3. How personal information is collected and held

TPG collects personal information of an individual directly from an individual by way of:

- forms filled out by an individual, for example event/enquiry forms, and forms completed by an individual when they attend conferences and workshops;
- meetings, interviews, or telephone calls with an individual;
- business cards received from an individual
- registration by an individual for e-newsletters, on the websites where this Privacy Statement is located or linked;
- during recruitment of employees and contractors;
- publicly available records.

TPG also collects an individual's personal information from:



- contractors who perform services;
- Service providers who register to list on our website or be included to publications as well as related services; and
- Business partners.

Personal information collected by TPG is held electronically on the information technology systems of TPG and may only be accessed by its authorised employees and contractors who require access in connection with the purposes described in this Privacy Statement.

Some personal information is held in hard copy. This information is accessed by authorised employees and contractors who require access in connection with the purposes described in this Privacy Statement. Some hard copy personal information may be held for internal purposes and administration of TPG's business.

TPG takes reasonable steps to protect the personal information that it holds from interference, misuse and loss, unauthorised access, modification and disclosure.

#### **4. Purposes for which personal information is collected, held and used**

TPG collects and holds personal information for the purposes of:

- providing construction and related services to the Construction industry
- conducting research in relation to the relevant industry sectors and professions;
- and external certification auditing; and
- any related, secondary or ancillary purposes.

#### **5. Disclosure of personal information**

TPG may disclose personal information to:

- third party service providers to perform activities in connection with the purposes described in this Statement;
- contractors to perform services and activities in connection with TPG's provision of construction management and related services; and
- various Commonwealth and state government departments and agencies, including the Department of Human Services, in connection with licensing, certification and access to government funding and as required by legislation.

TPG does not disclose personal information to persons or organisations located outside Australia.

#### **6. Access to and correction of personal information**

Except in circumstances set out in the Privacy Act, an individual may see and have a copy of their personal information which is held by TPG. An individual may also request that TPG corrects their personal information if it is not accurate, complete and up to date. An individual may correct their information on the websites. An individual who seeks to access or correct their personal information may also contact the Privacy Officer, in writing, at the address set out below.



## 7. Complaints

An individual may make a complaint in writing about how their personal information has been handled by TPG. If an individual is concerned that TPG has breached their privacy, they should provide a written complaint to the Privacy Officer at the address below:

Privacy Officer

TPG

PO Box 1383

TOOMBUL QLD 4012

By email:

admin@tailoredprojectgroup.com.au

P: 07 3189 7535

TPG will respond to a written complaint within 30 days of receipt. If the complaint remains unresolved, then an individual has the option of notifying the Office of the Australian Information Commissioner (OAIC). OAIC's contact details can be found at [www.oaic.gov.au](http://www.oaic.gov.au).

## 8. Changes to our Privacy Statement

From time to time it may be necessary for TPG to review and revise its Privacy Statement.

TPG reserves the right to change its Privacy Statement at any time, and it may notify you about changes to this Privacy Statement by posting an updated version on the website.

Geoff Boon

Managing Director

Date: 25/03/2019