



PRIVACY & DATA COLLECTION POLICY

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1. Introduction

Bam Bam Pile Driving (BBPD) has adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern how we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au

2. Scope

This Privacy Policy applies to all personal information collected by Bam Bam Pile Driving Pty Ltd (BBPD) via the website located at bambampd.com.au, email and any other way you contact BBPD.

3. Types of Information

The Privacy Act defines types of information, including Personal Information and Sensitive Information.

Personal Information means information or an opinion about an identified individual or an individual who is reasonably identifiable:

- a) whether the information or opinion is true or not; and
- b) whether the information or opinion is recorded in a material form or not.

The kind of Personal Information that we collect from you will depend on how you disclose to BBPD. The Personal Information which we collect and hold about you may include:

- Your first and last name.
- Contact details, including email address and phone number.
- Your CV, which may include Visa details, employment and education history, licences and qualification certificates.
- Any other personal information you choose to disclose.
- Website cookies

If the information does not disclose your identity or enable your identity to be ascertained, it will in most cases not be classified as “Personal Information” and will not be subject to this privacy policy.

Sensitive Information is defined in the Privacy Act as including information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

BBPD will not collect Sensitive Information. If provided to us, we will only use Sensitive Information:

- a) for the primary purpose for which it was obtained.
- b) for a secondary purpose that is directly related to the primary purpose; and
- c) with your consent or where required or authorised by law.

4. How we collect your Personal Information

4.1 Website

- a) Through submission forms on our website
- b) We may collect cookies from your computer which enable us to tell when you use the website and to help customise your website experience. Please note, it is not possible to identify you personally from our use of cookies.
- c) We use different types of cookies including essential cookies for website functionality, and analytical cookies to improve user experience. These cookies can be managed through your browser settings.

4.2 Other forms of collection

BBPD may also collect your personal information:

- During business meetings and proposals
- In correspondence by email, post, publications and media
- Over phone calls
- From public domains

4.3 Third Parties

Where reasonable and practicable we collect your Personal Information from you only. However, sometimes we may be given information from a third party. In cases like this, we will take steps to make you aware of the information that was provided by a third party.

We do not guarantee website links and are not responsible for the policy or collection of your information provided to us via a third party.

5. Purpose of collection

We collect your personal information for business purposes including, but not limited to, recruitment, contract tenders, establishing corporate relationships and completion of works.

6. Disclosure of Information

Your Personal Information may be disclosed:

- To third parties, where you consent to the use of disclosed information
- Where required or authorised by law.

7. Security, Access and correction

We store your Personal Information in a way that reasonably protects it from unauthorised access, misuse, loss, modification or disclosure. When we no longer require your Personal Information for the purpose for which we obtained it, we will take reasonable steps to destroy and anonymise or de-identify it. Most of the Personal Information that is stored in our records will be kept for a maximum of seven (7) years to fulfill our record keeping obligations.

- a) The Australian Privacy Principles:
 - i. permit you to obtain access to the Personal Information we hold about you in certain circumstances (Australian Privacy Principle 12); and
 - ii. allow you to correct inaccurate Personal Information subject to certain exceptions (Australian Privacy Principle 13).
- b) Where you would like to obtain such access, please contact us in writing on the contact details set out at the bottom of this privacy policy.

BBPD will not charge a fee to access this information nor an administration fee for providing a copy of the information held. You may need to provide authorisation and identification to fulfill your request.

It is essential for BBPD to keep up-to-date records on our business and personal clients and take reasonable steps to ensure that the information is complete and accurate. If you find that your information is incorrect or if information changes, please advise us as soon as possible.

8. Complaint procedure

If you have a complaint concerning the manner in which we maintain the privacy of your Personal Information, please contact us as on the contact details set out at the bottom of this policy. All complaints will be considered by our Ethics Committee, who may seek further information from you to clarify your concerns. If we agree that your complaint is well founded, we will, in consultation with you, take appropriate steps to rectify the problem. If you remain dissatisfied with the outcome, you may refer the matter to the Office of the Australian Information Commissioner.

9. How to contact us about privacy

If you have any queries, are seeking access to your Personal Information, or if you have a complaint about our privacy practices, you can contact us through ethics@bambampd.com.au or via mail:

Bam Bam Pile Driving Pty Ltd
Attn: Ethics Committee
426 King Street, Suite 3, Level 2
Newcastle West, NSW 2302

10. Policy Updates

This policy will be reviewed and updated periodically to reflect changes in legislation, company best practices and needs. Updated versions will be available on our website.