



Mammoth Projects Privacy Policy

Mammoth Projects Pty Ltd respects your rights to privacy and is committed to protecting your personal information. We are bound by the Australian Privacy Principles ('APP's') in the Privacy Act 1988 (Commonwealth) ('Act'), which legislates a national scheme for the collection, use, correction, disclosure and transfer of personal information by organisations in the private sector. As an APP entity we are committed to ensure the safety of your private and confidential information and we have established and implemented the following Mammoth Privacy ('Policy').

Purpose

The Policy outlines how we collect, hold, use, disclose, protect and otherwise handle your personal information in an open and transparent manner in accordance with the APP's and also describes generally the sorts of personal information held. By providing us with your personal information, you consent to us using, disclosing and otherwise handling your personal information in accordance with the Policy, as updated annually.

Collection

Subject to legislative requirements, we will only collect personal information relevant to our business relationship with you. The type of information collected from you may include your name, email address, employment history, education qualifications, ABN, tax file number or other information the organisation considers necessary. We may collect your personal information in a variety of different ways including in person or by telephone, letter, fax or email.

The collection of sensitive personal information is restricted by the provisions of the Act. This means we will not collect any information such as personal information relating to your religious views, ethnicity, political opinion, criminal record, health, sexual preference, unless it is required for a purpose specifically disclosed to you at the time of collection.

Mammoth has the capability to collect information about the use of our website. This information could include the number of users, when they visit, how they navigate through the pages, which pages are visited and the amount of time spent on looking through the website. Similar statistical information is also collected when we distribute other electronic material such as marketing information on our products and services. By using this website, you agree to our collection and use of this information.

You are not required to give us the information that we request. However, if you do not give us the information that we ask for or the information you give us is incomplete or inaccurate, this may prevent or delay us from contacting you or assisting with your application.

We will, if it is reasonable or practicable to do so, collect your personal information from you. This may happen when you fill out an administrative form (eg. change of address) or when you give us personal information over the telephone or the internet.

Use & Disclosure

Unless you agree otherwise, any personal details that you provide to us as a result of accessing the Website and sending us e-mails will only be used for the purpose of dealing with your request or enquiry or otherwise in accordance with this policy, with your permission or in accordance with the Act. We do not use or disclose personal details that you provide to us for the purposes of direct marketing or any similar purposes.

We may share personal information with related companies and with contractors performing services for Mammoth Projects and as permitted by the Act. Such contractors may include, for example, information technology and telecommunications providers or professional advisers (including accountants, auditors and lawyers), credit reporting and fraud checking agencies, insurers, human resources consultants and credit providers. Mammoth Projects will only make such disclosures to achieve the purpose for which the information was provided. Otherwise,

Mammoth Projects' policy is not to disclose any personal information to any third party except with consent or where permitted by the Act or by law to do so.

Resumes

If you submit a resume to us then we may disclose the resume to related companies, joint venture and alliance partners (see above). Mammoth Projects will only make sure disclosures for the purpose of us and our related companies, joint venture and alliance partners considering your application. If you consent, we may also disclose information about you for the purpose of undertaking background checks.

Email Security

In line with our policy and email security, any e-mails that you send will be automatically scanned, which could result in certain attachments and styles of message being automatically blocked. Our IT administrators may have access to your e-mails in order to authorise the content. This is done purely for IT security purposes and our IT administrators will not access the content of your e-mails once this process is complete.

Protecting Your Personal Information & Website Security

We take all reasonable steps to protect your personal information from misuse, interference or loss, and from unauthorised access, modification or disclosure.

We have physical, electronic and procedural safeguards to protect your information that is held by us. For example, your personal information is stored in secure office premises, in electronic databases requiring logins and passwords for access and at secure storage facilities. Access to information stored electronically is restricted to staff whose job requires access.

We take care to ensure that the personal information you give us on our website is protected. Our websites have electronic security systems in place, including the use of firewalls and data encryption.

You should note that there are inherent security risks in transmitting information through the internet. You should assess these potential risks when deciding whether to use our online services. If you do not wish to transmit information through our website, there are other ways in which you can provide this information to us. For example, you can contact our office directly (see contact details below)

Access & Correct of Information

You can access most of the personal information we hold about you and request corrections. Your right of access is subject to some exceptions allowed by law. If you wish to access your personal information, you should contact us through our office (see contact details below).

Factors affecting a right to access include:

- access would pose a serious threat to the life or health of any individual
- access would have an unreasonable impact on the privacy of others
- a frivolous or vexatious request
- the information relates to a commercially sensitive decision-making process
- access would be unlawful
- legal dispute resolution proceedings
- we are prevented by law from disclosing.

If for some reason we are unable to comply with your request to access your personal information, we will inform you and explain the reasons why. You may request us to provide the source of the personal information we hold, which will be notified unless it is impractical or unreasonable to do so.

You have a right to ask us to delete or correct any information we hold about you if you believe it is inaccurate, incomplete, out of date, irrelevant or misleading. If we do not agree with the corrections you have supplied and refuse to correct the personal information, we are required to give you written notice to that effect and a statement if requested.

Using Government Identifiers

We only use or disclose your tax file number or other government agency identifier for the purposes required by law, such as disclosing your tax file number to the Australian Taxation Office.

We Destroy Information We No Longer Need

We will destroy personal information if it is no longer needed for the purposes for which it was collected or for the purposes of meeting legal requirements. We use secure methods to destroy or de-identify any personal information as soon as the law permits, provided the information is no longer needed by us for any purpose. The length of time we hold onto information is based on specific legislation requirements. All information stored in electronic form that is no longer required will be deleted from our system.

Complaints

If you believe that we have mishandled your personal information, in turn, breaching the APPs, you may lodge a complaint with us. The complaint, addressed to the Operations Manager who is in charge of Compliance (see details below), must be in writing in accordance with the Act. From receipt of your written complaint, the Operations Manager has 30 days to respond.

Changes To This Policy

This Policy is available on our website, www.mammothprojects.com.au, or can be obtained by our Operations Manager (see details below).

This Policy is subject to change from time to time. You should be periodically check this Policy to ensure you are aware of how your personal information may be used.

Contacting Us

If you have any questions about this Policy, if you have a complaint about our collection, use or management of your personal information, or if you wish to access or correct your personal information, please contact the Operations Manager as below:

- Operations Manager
Amanda McPherson
Ph: 02 8259 0100; E: amanda@mammothprojects.com.au
In Writing: Level 2, 2 Barrack Street, Sydney NSW 2000

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Blair McKechnie
Managing Director
Mammoth Projects
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