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# IMS02.04 PRIVACY POLICY

## 1. INTRODUCTION

MCS Civil is committed to protecting your right to privacy of your personal information. We are bound by the Privacy Act 1988 and the Australian Privacy Principles set out in the Act.

## 2. OBJECTIVE

We will ensure that all our employees and subcontractors are aware of and understand MCS Civil's obligations as well as their own obligations under the Act. This will be ensured through the provision of training and maintaining and implementing internal policies and procedures to prevent any personal information from being collected, used, disclosed, retained, accessed and disposed of improperly.

### 2.1. What is your personal information?

When used in this privacy policy, the term "personal information" has the meaning given to it in the Act. In general terms, it is any information that can be used to personally identify you. This may include your name, address, telephone number, email address and profession or occupation. If the information we collect personally identifies you, or you are reasonably identifiable from it, the information will be considered personal information.

## 3. COMMITMENT.

MCS Civil NSW complies with the requirements of the Privacy Act 1988, which includes the Australian Privacy Principles, and where applicable State or Territory legislation relating to health information. The principles set out in this policy, will apply to any personal information collected by MCS Civil.

### 3.1. Purpose of Collecting Information

- 3.1.1. Information is collected to enable us to fulfil our responsibilities as a provider of civil and structural engineering construction and other services and to tailor our products and services to best meet the needs of our customers.
- 3.1.2. From time-to-time MCS Civil NSW collects personal information, including sensitive information. 'Personal information' means information or opinion about an identified individual, or an individual who is reasonably identifiable. 'Sensitive
- 3.1.3. information' is personal information and includes information about an individual's health or genetics, racial or ethnic origin, political opinion or membership, religion, philosophical beliefs, union membership, sexual preference and criminal record. Examples of the types of personal information we collect include names, addresses, other contact details such as email address, financial details such as a credit card number, transaction history and products and service preferences.

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## 3.2. Online Data Use

### 3.2.1. Website

The pages on the website are published by MCS Civil NSW Pty Ltd. We will not collect any information about individuals, except where it is specifically and knowingly provided by them. When you visit our website, our web server collects some basic information such as your internet service provider's domain name, which pages you accessed on our site, and when. We use this information only to analyse the use of our website to help guide improvements. When accessing this website, we do not collect any personally identifiable information.

### 3.2.2. Cookies

When you visit our website, we use cookies, which are small pieces of information that allow us to maintain your connection to our website. These cookies do not collect or store any personally identifiable information.

### 3.2.3. Google Analytics

3.2.3.1. This website uses Google Analytics, a web analytics service provided by Google, Inc.

3.2.3.2. Google Analytics uses cookies to help the website operators analyse how users use the site. The information generated by the cookie about your use of the website will be transmitted to and stored by Google on servers in the United States.

3.2.3.3. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage.

3.2.3.4. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf.

3.2.3.5. Google will not associate your IP address with any other data held by Google.

3.2.3.6. By using the MCS Civil website, you consent to the processing of data about you by Google in the manner and for the purposes set out above. You may refuse the use of cookies by selecting the appropriate settings in your browser.

## 3.3. Disclosure of Information

3.3.1. We use and disclose personal information:

3.3.2. for the purpose of dealing with your request, enquiry, contractual dealing or otherwise providing you with services.

3.3.3. to contact clients, business contacts and individuals associated with providing services or business dealings with MCS Civil.

3.3.4. to market our services, including through subscription services.

3.3.5. to assess job applicants.



3.3.6. to service providers who assist us in operating our business, these organisations are required to comply with the principles of this Privacy Policy

### 3.4. Record Keeping

Your personal information is held on databases and physical files. MCS Civil takes appropriate technical, organization and physical measures to keep your personal information secure.

## 4.EMPLOYEE RESPONSIBILITIES

### 4.1. To read and understand MCS Civils' privacy policy set out in this Policy.

- 4.1.1. Ensure that all access to and use or disclosure of personal information and sensitive information held by MCS Civil must be in strict compliance with the Policy, which you will always as an employee of MCS Civil comply with.
- 4.1.2. Strict compliance with the Policy means that the access to and use or disclosure of personal and sensitive information will only occur for the purpose for which the information was collected; or
  - 4.1.2.1. for a secondary purpose that is related to the primary purpose and the individual would reasonably expect his or her information to be used or disclosed for this secondary purpose; or
  - 4.1.2.2. with the individual's consent; or
  - 4.1.2.3. as otherwise allowed under the Acts, or as required or authorised by law.
- 4.1.3. It is a term of all contracts of employment that the privacy and/or confidentiality of MCS Civil records be appropriately maintained. Any breach of the Policy is a serious matter that may constitute a criminal offence; and if you are an MCS Civil employee, any breach of the Policy may also result in disciplinary action being taken against you and termination of your employment

### 4.2. Access

- 4.2.1. You can request access at any time to any personal information that MCS Civil NSW Pty Ltd holds about you.
- 4.2.2. MCS Civil NSW Pty Ltd may, at its discretion, charge you a fee where access is provided.
- 4.2.3. At your request, MCS Civil NSW Pty Ltd will take reasonable steps to correct any of your personal information if it can be established that the personal information is not accurate, complete or otherwise up to date.

Authorised Signature

Roy Hendy  
06/01/2021



## 5. REFERENCES

Document Title	Standard/Section No.
Privacy Act 1988	

## 6. RESPONSIBILITY/MONITORING

Sections 1,2&3	Managing Director
Section 2&3	Senior Management
Section 3&4.1	All Staff
Section 4.2	Senior Managers

## 7. DOCUMENTATION REQUIRED

q IMS06 Documented Information and Control

## 8. DOCUMENT CONTROL

Version:	4
Approving Authority:	Corporate H&S Manager
Date Approved:	06.01.2021
Review Date:	Approval Date + 1 years
Restriction:	Controlled
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