



PRIVACY POLICY

Collaboration of Design Engineers Pty Ltd (ABN 89 605 545 257) is an Australian based company that provides specialised consulting services and product solutions focused on asset intensive businesses. References to "Collaboration of Design Engineers", "CDE", "we", "us" and "our" in this Privacy Policy refer to Collaboration of Design Engineers Pty Ltd.

CDE is committed to providing quality services and solutions to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information. We have adopted the Australian Privacy Principles (**APPs**) contained in the Privacy Act 1988 (Cth) (**Privacy Act**). The APPs are designed to protect the confidentiality of information and the privacy of individuals by regulating the way personal information is collected, used, disclosed and managed.

Personal information is, generally speaking, information or an opinion relating to an identified, or reasonably identifiable, individual. Examples of Personal Information we collect include: names, addresses, email addresses, phone and facsimile numbers.

This policy explains the types of personal information that we may collect and hold, how that information is used and with whom the information is shared. It also sets out how you can contact us if you have any queries or concerns about this information.

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

Why do we collect Personal Information?

We collect personal information about our members, contractors and stakeholders who are involved in our company operations, as well as information from customers, suppliers, contractors, job applicants and other contacts to understand and meet their needs, to conduct our activities/operations and meet legal obligations.

What Personal Information do we collect?

The types of personal information we may collect include contact information (such as your name, address, email address, fax and telephone number), information about your employer, your newsletter preferences, comments you submit by way of Public Comment and any feedback that you provide to us about our services, solutions, our website, or other matters. This Personal Information is obtained in many ways including interviews, correspondence, by telephone and facsimile, by email, via our website www.cdesignengineers.com, from your website, from media/publications, from other publicly available sources, from cookies and from third parties.

We collect your Personal Information for the primary purpose of providing our services and solutions to you, providing information to our clients and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

We don't guarantee website links or policy of authorised third parties.

Sometimes our activities require us to collect sensitive information. For more details, see the section "Sensitive information".

What Other Information do we collect?

Personal Information may be collected by way of forms filled out by individuals (including via online forms), surveys, emails, telephone conversations, online user-generated content and market research, face-to-face meetings and interviews. Where necessary and with your consent, we supplement the information we receive from you with information from third party sources, such as your employer.

You may in some circumstances have the option of not identifying yourself or using a pseudonym when you deal with us. However, if you choose not to provide the information we need to fulfill your request for a specific product, service or solution we may not be able to provide you with the requested product, service and/or solution or we may not be able to allow you to participate in our activities.

CDE can also collect statistical information about visitors to our website using web analytics and session recording technology provided by third party service providers such as Google Analytics. These services use Cookies to assist us in understanding how visitors access and utilise our site. Generally this information cannot be used to identify particular individuals. However, in some circumstances it may include a visitor's internet protocol (IP) address, which could be linked to an individual.

Disclosure of Personal Information

CDE may use and disclose your personal information for the primary purpose of collection, or for reasonably expected secondary purposes which are related to the primary purpose, or for purposes to which you have consented, and in other circumstances authorised by the Privacy Act.

Generally, CDE may use and disclose your personal information for a range of purposes, including to:

- provide you with our products, services and/or solutions that you have requested;
- respond to your queries or feedback;
- analyse and improve all aspects of our business including, but not limited to, our services/solution development processes, our business systems, processes, outcomes, communication, website, engagement and performance;
- provide you with any communications or publications in which we think you might be interested, or which you have requested;
- let you know about developments in our procedures, products, services, solutions, activities and programs that might be useful to you;
- facilitate your participation in forums, social events and educational events; and
- consider employment opportunities and applications.

Disclosure of Personal Information to Third Parties

Where reasonable and practicable to do so, we will only collect your Personal Information from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

CDE may disclose your personal information to third parties such as our members, our professional advisers, our external service providers that provide services to us (such as training, website hosting or cloud storage, distribution of newsletters and other publications developed by CDE and market research).

We may also disclose your personal information if it is required or authorised by law, where disclosure is necessary to prevent a threat to life, health or safety, or where we are otherwise permitted by the Privacy Act.

We do not sell or license your personal information to third parties.

Sensitive Information

Some of the information we collect may be 'sensitive information', including information or an opinion about an individual's health, racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association or membership of a trade union that is also Personal Information, among other things.

CDE may use and disclose your sensitive information for the primary purpose of collection, or for reasonably expected secondary purposes which are directly related to the primary purpose, or for purposes to which you have consented and in other circumstances authorised by the Privacy Act (e.g. where required or authorised by law to be disclosed, or where disclosure is necessary to prevent a threat to life, health or safety).

Security and Management of Personal Information

CDE will take reasonable steps to protect the personal information we hold from misuse and loss and from unauthorised access, modification or disclosure. The ways we do this include:

- limiting physical access to our premises;
- limiting access to the information we collect about you (for instance, only those of our personnel who need your information to carry out our business activities are allowed access);

- requiring any third party providers to have acceptable security measures to keep personal information secure; and
- putting in place physical, electronic, and procedural safeguards in line with industry standards.

If we no longer require your personal information and are not legally required to retain it, CDE will take reasonable steps to destroy or permanently de-identify the Personal Information.

Links from our website to other websites

Our website may contain links to third party websites. We do not operate these websites and therefore are not responsible for the collection or handling of personal information by the operators of these websites.

Access to your Personal Information

Under the APPs, you may be able to obtain a copy of the personal information that we hold about you. The APPs provide some exceptions to your rights in this regard. To make a request to access this information, please contact us in writing. We will require you to verify your identity and specify what information you require. We may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested.

Updating your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable, so we can update our records and ensure we can continue to provide quality services and solutions to you.

Please contact CDE at the contact address set out below if you believe that the information we hold about you requires correction or is out-of-date.

Privacy Policy Updates

This Privacy Policy will be reviewed from time to time to take account of new laws and technology, changes to our operations and practices and the changing business environment. The current version of this Privacy Policy is available at: https://cdesignengineers.com/wp-content/uploads/2019/08/CDE_Privacy_Policy.pdf

Contact Us

If you have any complaints or correspondence in relation to this Privacy Policy please contact us at:

Collaboration of Design Engineers Pty Ltd

Address: PO Box 258, Hillarys, WA, 6923

Email: support@cdesignengineers.com

We will endeavour to respond to all complaints and correspondence promptly.