



PRIVACY AND DATA PROTECTION POLICY

SCOPE:

Marr Contracting Pty Ltd (the “Company”, and together with its subsidiaries the “Group”) is committed to protecting the personal information that has been entrusted to us and recognise that it is our responsibility to properly manage, process and protect your Personal Data. We have adopted the requirements of the European Union’s General Data Protection Regulation (GDPR), the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act), as well as similar legislations in countries where the Group has operations. 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

Our Privacy and Data Protection Policy (“Policy”) aims to assist you in understanding how we collect, use, disclose and/or process the Personal Data that you have provided us. By interacting with us or providing your data to us, you agree to us collecting, storing, processing and disclosing your data to our authorised service providers and regulatory bodies in the manner as set forth in this Policy.

DEFINITIONS:

Personal Information	‘Personal Information’ is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, phone and facsimile numbers.
Sensitive Information	<p>‘Sensitive information’ is defined in the Privacy Act to include information or opinions 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. Sensitive Information will be used by us only:</p> <ul style="list-style-type: none"> ■ For the primary purpose for which it was obtained; ■ For a secondary purpose that is directly related to the primary purpose; and ■ With your consent or where required or authorised by law.

PERSONAL INFORMATION

Personal Information is obtained in many ways including interviews, correspondence, by telephone and facsimile, by email, via our website (www.marr.com.au and www.marrcontracting.com), your website, media and publications, other publicly available sources, cookies and other third parties.

We collect your Personal Information for the primary purpose of providing our services 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 or unsubscribing to our newsletter through the link provided on our newsletter correspondence.

When we collect Personal Information we will, where appropriate and possible, explain to you why we are collecting the information and how we plan to use it. We do not collect or use Personal Data indiscriminately or without purpose and will properly destroy the Personal Data once there is no business or legal purpose for them.



Some examples of data that the Group may collect include:

- Identification information (name, address, identification number, telephone number, email address, employer's name, job title, etc);
- Transaction information (e.g., goods purchased, services provided etc);
- Commercial account and credit information (e.g., bank account numbers, credit terms granted etc); and
- Publicly available information about individual business activities.

How and why your information is collected

Information is collected both in oral or written forms and by electronic means when you contact with us or when we provide goods and services to you/ your organisation. The data we collected may be used for a variety of purposes including:

- To establish your identity in the course of conducting business transactions or when you seek employment with any of the business entities in the Group;
- To send you information about our business, products and services;
- To provide technical support and other services;
- To facilitate payments and other financial transactions; and
- To comply with any legal, regulatory and other obligations.

Safeguarding your Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure of your Personal Information; and
- Where required or authorised by law.

Access to your Personal Information

Subject to certain exceptions, you may access the Personal Information we hold about you to update and/or correct it. If you wish to access your Personal Information, please contact us in writing. Marr Contracting will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Information. In order to protect your Personal Information, we may require identification from you before releasing the requested information.

Maintaining the quality of 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 continue to provide quality services to you.

OUR WEBSITE

We may use cookies, web beacons, tracking pixels, and other tracking technologies when you visit our website (www.marr.com.au and www.marrcontracting.com) including any other media form, media channel, mobile website, or mobile application related or connected thereto (collectively, the "Site") to help customise the site and improve our website experience. Cookies do not collect Personal Data per se but certain information such as the user's service address, country of origin, user's name and password (if used for registration to access a secured part of our website), date and time of visit, pages accessed and type of browser used.

We reserve the right to make changes to our cookie policy at any time and for any reason. You are encouraged to periodically review this cookie policy to stay informed of updates. You will be deemed to have been made aware of, will be subject to, and

will be deemed to have accepted the changes in any revised cookie policy by your continued use of the site after the date such revised cookie policy is posted.

What are cookies?

A “cookie” is a string of information which assigns you a unique identifier that we store on your computer. Your browser then provides that unique identifier to use each time you submit a query to the Site. We use cookies on the Site to, among other things, keep track of services you have used, record registration information, record your user preferences, keep you logged into the site, facilitate enquires, and track the pages you visit. Cookies help us understand how our website is being used and how we can improve the user experience.

Types of cookies

The following types of cookies may be used when you visit the Site:

- Advertising Cookies

Advertising cookies are placed on your computer by advertisers and ad servers in order to display advertisements that are most likely to be of interest to you. These cookies allow advertisers and ad servers to gather information about your visits to the Site and other websites, alternate the ads sent to a specific computer, and track how often an ad has been viewed and by whom. These cookies are linked to a computer and do not gather any personal information about you.

- Analytics Cookies

Analytics cookies monitor how users reached the Site, and how they interact with and move around once on the Site. These cookies let us know what features on the Site are working the best and what features on the Site can be improved.

- Our Cookies

Our cookies are “first-party cookies”, and can be either permanent or temporary. These are necessary cookies, without which the Site won't work properly or be able to provide certain features and functionalities. Some of these may be manually disabled in your browser, but may affect the functionality of the Site.

- Personalization Cookies

Personalization cookies are used to recognize repeat visitors to the Site. We use these cookies to record your browsing history, the pages you have visited, and your settings and preferences each time you visit the Site.

- Security Cookies

Security cookies help identify and prevent security risks. We use these cookies to authenticate users and protect user data from unauthorized parties.

- Site Management Cookies

Site management cookies are used to maintain your identity or session on the Site so that you are not logged off unexpectedly, and any information you enter is retained from page to page. These cookies cannot be turned off individually, but you can disable all cookies in your browser.

- Third-Party Cookies

Third-party cookies may be placed on your computer when you visit the Site by companies that run certain services we offer. These cookies allow the third parties to gather and track certain information about you. These cookies can be manually disabled in your browser.

CONTROL OF COOKIES

Most browsers are set to accept cookies by default. However, you can remove or reject cookies in your browser's settings. Please be aware that such action could affect the availability and functionality of the Site.

For more information on how to control cookies, check your browser or device's settings for how you can control or reject cookies, or visit the following links:

- [Apple Safari](#)
- [Google Chrome](#)
- [Microsoft Edge](#)
- [Microsoft Internet Explorer](#)
- [Mozilla Firefox](#)
- [Opera](#)
- [Android \(Chrome\)](#)
- [Blackberry](#)
- [Iphone or Ipad \(Chrome\)](#)
- [Iphone or Ipad \(Safari\)](#)

In addition, you may opt-out of some third-party cookies through the [Network Advertising Initiative's Opt-Out Tool](#).

OTHER TRACKING TECHNOLOGIES

In addition to cookies, we may use web beacons, pixel tags, and other tracking technologies on the Site to help customize the Site and improve your experience. A "web beacon" or "pixel tag" is tiny object or image embedded in a web page or email. They are used to track the number of users who have visited particular pages and viewed emails, and acquire other statistical data. They collect only a limited set of data, such as a cookie number, time and date of page or email view, and a description of the page or email on which they reside. Web beacons and pixel tags cannot be declined. However, you can limit their use by controlling the cookies that interact with them.

PRIVACY POLICY COMPLAINTS AND ENQUIRIES

If you have any queries or complaints about our Privacy and Data Protection Policy please contact us at:

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REVIEWED & APPROVED

**DIRECTOR SIMON MARR****DATE**

9 Jul 2021