

BT AUTOMATION PRIVACY POLICY

Introduction

BT Automation's privacy policy ("the policy") sets out our commitment to protecting the privacy of personal information provided to us, or otherwise collected by us, offline or online, including through our website (Site). In this Privacy Policy we, us or our means BT Automation Pty Ltd (ABN 70 619 362 104).

This policy adopts the Australian Privacy Principles contained in the *Privacy Act 1988*, and which govern the way in which we collect, use, disclose, store, secure and dispose of your personal Information.

Application of policy

This policy applies to anyone who is employed or contracted by BT Automation. In addition, employees must comply with all client requirements when engaged in work for clients.

This policy will be reviewed and updated annually.

Your Responsibilities

You must ensure that you read, understand and comply with this policy. Any employee who breaches this policy will face disciplinary action up to and including termination of employment or engagement.

All BT Automation employees or contractors must email the Policy and Governance Manager at security@btautomation.com.au as soon as possible if you believe or suspect that anyone has taken action that breaches this policy.

POLICY

Definitions

Personal information

Personal information is information that could be used to identify you. The types of personal information we may collect about you include:

- your full name
- your contact details, including email address, mailing address, street address and/or telephone number
- information you provide to us during a recruitment, employment or contract process
- information you provide to us through customer surveys
- details of products and services we have provided to you and/or that you have enquired about, and our response to you
- additional personal information that you provide to us, directly or indirectly, through your use of our web site, associated applications, associated social media platforms and/or accounts from which you permit us to collect information
- any other personal information requested by us and/or provided by you or a third party.

Sensitive information

Sensitive information is a subset of personal information that is given a higher level of protection under the Australian Privacy Principles. Sensitive information is information relating to your racial or ethnic origin, political opinions, religion, trade union or other professional associations or memberships, philosophical beliefs, sexual orientation or practices, criminal records, health information or biometric information.

BT Automation will never seek to obtain your sensitive information. If BT Automation becomes aware that it holds your sensitive information, we will advise you of that fact and consult you about how to best handle it.

Collection and use of personal information

We may collect this information in many ways, including, interviews, correspondence, by telephone, by email, via our web site, from your website, from media and publications, from other publicly available sources, and from third parties. We may collect personal information directly from you or from third parties, for example referees providing information about you for recruitment purposes. We do not guarantee web site links or the policies of authorised third parties.

We may collect, hold, use and disclose personal information for the following purposes:

- to provide our services to you
- to enable you to access and use our Site, associated applications and associated social media platforms
- to contact and communicate with you
- for internal record keeping and administrative purposes
- to consider your employment application.

Disclosure of personal information to third parties

We may disclose personal information for other purposes in circumstances where you would reasonably expect or consent to such use or disclosure, including:

- our personnel who have an authorised need for the information, for example to set up your payroll
- credit reporting agencies, courts, tribunals and regulatory authorities, in the event you fail to pay for goods or services we have provided to you
- courts, tribunals, regulatory authorities and law enforcement officers, as required by law, in connection with any actual or prospective legal proceedings, or in order to establish, exercise or defend our legal rights.

Where we disclose your personal information to third parties, we will request that the third party handle your personal information in accordance with this Privacy Policy.

Security of Personal Information

We are committed to ensuring that the personal information we collect is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the personal information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.

When your personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy your personal Information. However, most of the personal Information is stored in your HR folder and will be managed in accordance with our Information Management Policy.

Information transmitted via the Internet

We cannot guarantee the security of any information that is transmitted to or by us over the Internet. The transmission and exchange of information is carried out at your own risk. Although we take measures to safeguard against unauthorised disclosures of information, we cannot assure you that the personal information we collect will not be disclosed in a manner that is inconsistent with this Privacy Policy.

Cookies and web beacons

We may use cookies on our web site from time to time. Cookies are text files placed in your computer's browser to store your preferences. Cookies, by themselves, do not tell us your email address or other personally identifiable information. However, they do allow third parties, such as Google and Facebook, to cause our advertisements (if any) to appear on your social media and online media feeds as part of our retargeting campaigns. If and when you choose to provide our Site with personal information, this information may be linked to the data stored in the cookie.

We may use web beacons on our Site from time to time. Web beacons (also known as Clear GIFs) are small pieces of code placed on a web page to monitor the visitor's behaviour and collect data about the visitor's viewing of a web page. For example, web beacons can be used to count the users who visit a web page or to deliver a cookie to the browser of a visitor viewing that page.

Links to other websites

Our Site may contain links to other websites. We do not have any control over those websites and we are not responsible for the protection and privacy of any personal information which you provide whilst visiting those websites. Those websites are not governed by this Privacy Policy.

Your rights and controlling your personal information

Access

You may request access to the personal information that we hold about you to update or correct it. This access should be requested in writing by sending an email to hr@btautomation.com.au. Information will only be provided in electronic format, for example via email. In order to protect your personal information, we will confirm your identity before releasing the requested information. In certain circumstances, as set out in the *Privacy Act 1988*, we may refuse to provide you with personal information that we hold about you.

Choice and consent

Please read this Privacy Policy carefully. By providing personal information to us, you consent to us collecting, holding, using and disclosing your personal information in accordance with this Privacy Policy. You do not have to provide personal information to us, however, if you do not, it may affect the services offered to you by us.

Information from third parties

If we receive personal information about you from a third party, we will protect it as set out in this Privacy Policy. If you are a third party providing personal information about somebody else, you represent and warrant that you have that person's consent to provide the personal information to us.

Restriction

You may choose to restrict the collection or use of your personal information. If you have previously agreed to us using your personal information for a particular purpose, you may change your mind at any time by sending an email to hr@btautomation.com.au.

Correction

If you believe that any information we hold about you is inaccurate, out of date, incomplete, irrelevant or misleading, please contact us by sending an email to hr@btautomation.com.au as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Complaints

If you believe that we have breached the Australian Privacy Principles and wish to make a complaint, please contact us by sending an email to security@btautomation.com.au and provide details of the alleged breach. We will promptly investigate your complaint and respond to you, in writing, setting out the outcome of our investigation and the steps we will take to deal with your complaint.

Unsubscribe

To unsubscribe from our email database or opt-out of communications (including marketing communications), please contact us by sending an email to security@btautomation.com.au or opt-out using the opt-out facilities provided in our communication.

Further information

For any further information please contact us by sending an email to security@btautomation.com.au
Australian Privacy Principles from the office of the [Australian Information Commissioner](#)