

// PRIVACY POLICY

ASED Specialist Refrigeration Consulting Engineers Privacy Statement

Effective from 04/01/2024

What are ASEDs privacy obligations?

Advanced System Engineering and Design Pty Ltd ACN 624 550 321, ABN 23 624 550 321, Trading as ASED Specialist Refrigeration Consulting Engineers (together ASED) privacy obligations concern the collection, use, disclosure, and storage of personal information.

In dealing with personal information, ASED is subject to the Privacy Act 1988 (Cth) (Privacy Act), the Australian Privacy Principles and any applicable State or Territory privacy laws.

PART A – ASEDs PERSONAL INFORMATION HANDLING PRACTICES What is personal information?

“Personal information” means information or an opinion (whether true or not, and whether it is recorded in a material form or not) about an identified individual, or an individual who is reasonably identifiable.

What personal information does ASED collect and hold?

The types of information ASED collects and holds includes (but is not limited to) personal information from individuals who communicate with ASED directly via email or through our website (including prospective employees and individuals who are contacting ASED on behalf of a business that wishes to engage its services), and personal information about our employees and contractors. In particular, ASED may collect your name, title, email address, address, organisation and phone number.

You can always choose to deal with ASED anonymously (or by providing a pseudonym) unless it is impracticable for ASED to deal with you on that basis.

ASED usually collects information directly from you when you send ASED an email or submit personal information to ASED via its website or through a written application.

However, there may be occasions where ASED collects your personal information from a third-party service provider, for example from ASEDs joint venture partners, consultants, subconsultants and employment hire agencies.

ASED generally holds personal information on internal servers in Australia. In some instances, personal information will be held on a third-party server. Where this occurs, ASED retains the right and power to access and control that personal information from the third-party server, without restriction.

For what purposes does ASED collect, hold, use, and disclose your personal information?

ASED collects, holds, uses, and discloses your personal information for the purpose of providing its services, conducting its business, and communicating with you.

Some examples of the specific purposes for which ASED may collect, hold, use, and disclose your personal information includes the following:

- Compiling contact details of individuals who have elected to receive an electronic mail-out.
- Responding to a business query regarding ASEDs services.
- Managing, operating, and improving ASEDs website.
- Forwarding your enquiry to the appropriate ASED entity or business line for a response.
- Dealing with enquiries regarding prospective employment with ASED and managing employment relationships within ASEDs business.
- Improving ASED services.

- Protecting the safety of ASED employees and protecting and managing ASEDs corporate assets.
- Administration of compensation, benefits and career development programs.
- Compliance with legal and regulatory requirements, for example to comply with professional accreditation requirements, client code of conduct policies and contracts, and the Department of Immigration and Citizenship.

PART B – QUERIES, CONCERNS AND FURTHER INFORMATION

How can I access the information held about me and seek correction?

If you learn that personal information ASED holds about you is inaccurate, incomplete, or not up to date, please contact ASED your personal information can be updated. If you wish to see what information ASED holds about you, you can ask for a copy of it.

ASED will not charge you for lodging a request for a copy of your personal information, but you will be asked to pay a reasonable fee for the work involved in providing you with this information and for associated costs such as photocopying. You will be notified of any likely costs before your request is processed.

What if I have a complaint?

If you have a privacy complaint or concern, especially if you think your privacy has been affected or wish to complain about ASEDs refusal to update or grant access to its records of your personal information, you should contact ASED as detailed below for an examination of your complaint. If after that you are still unhappy you can complain about a privacy matter to the Australian Information Commissioner. See www.oaic.gov.au for how to make a complaint.

Does ASED change its policies on privacy from time to time?

ASED may update this privacy policy from time to time. To see the most current privacy policy, please look at our website <https://ASEDConsulting.com.au> or contact ASED. How can you contact us?

ASED Contact Details:

Postal Address: PO Box 137, West Pennant Hills – New South Wales, 2125 - Australia

Landline: +61 1300 004 000

Address: 903 / 50, Clarence Street, Sydney NSW, 2000

Email: admin@asedconsulting.com.au