



E3 Advisory Pty Ltd Privacy Policy

At E3 Advisory Pty Ltd (**E3A**), we take your privacy seriously. We are committed to protecting your Personal Information in accordance with the Australian Privacy Principles (**APP**) under the *Privacy Act 1988* (Cth) (**Privacy Act**) and any applicable State or Territory privacy laws.

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.

Collection of Personal Information

The types of information E3A collects and holds includes (but is not limited to) Personal Information from individuals who communicate with E3A directly via email or through our website (including prospective employees and individuals who are contacting E3A on behalf of a business that wishes to engage its services), and Personal Information about our employees, suppliers and contractors. Depending on your relationship with us, examples of Personal Information we may collect include, but are not limited to:

- General identification information such as names, job title, occupation, date of birth and gender.
- Contact details such as address, email address, phone and mobile phone number and Internet Protocol (IP) address.
- Usernames and passwords.
- Educational qualifications, employment history, salary and referee reports.
- Information contained in identification documents such as passport or driver’s licence.
- Government-issued identification numbers such as tax file numbers.
- Details of superannuation and insurance arrangements.
- Visa or work permit status and related information.
- Information about immigration status.
- Information about a person’s criminal history (where police checks are required regarding certain clients or projects we undertake).

You may choose to deal with E3A anonymously (or by providing a pseudonym), unless it is impracticable for E3A to deal with you on that basis. In some instances, if you do not provide to us your Personal Information, we may not be able to provide some or all of the services you or your business request from us, or we may not be able to process your employment application.

E3A usually collects information directly from you when you send E3A an email or submit Personal Information to E3A via its website, social media pages, or through a written application. E3A may also collect Personal Information from publicly available sources, such as public posts on social media, or from third parties, for example from E3A’s joint venture partners, consultants, subconsultants and recruitment or labour hire agencies.

Storage of Personal Information

We store Personal Information in email inboxes and on a separate, third party cloud-based document management system hosted in Australia. E3A retains the right and power to access and control that Personal Information from the third party server. We also store some physical records on our premises, which are subject to security and access controls.

Disclosure to Overseas Recipients

Personal Information collected, held or used by E3A in relation to recruitment may also be



hosted on a human resources web application situated in the United States of America.

Use of Personal Information

We use your Personal Information to provide our services to you, conducting our business and communicating with you. We may also use your Personal Information for marketing purposes, but only with your consent or where otherwise permitted by law.

Depending on your relationship with us, some examples of the specific purposes for which E3A may collect, hold, use and disclose your Personal Information includes the following:

- Compiling contact details of individuals who have elected to receive electronic mail-outs from E3A.
- Responding to a business query regarding E3A's services.
- Managing, operating and improving E3A's website.
- Forwarding your enquiry to the appropriate E3A principal or business line for a response.
- Dealing with enquiries regarding prospective employment with E3A and managing employment relationships within E3A's business.
- Improving E3A's services.
- Protecting the safety of E3A's employees and protecting and managing E3A's 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.

Depending on your relationship with us, we may be required or authorised to collect and

disclose your personal information by and in accordance with the following laws:

- A New Tax System (Goods and Services Tax) Act 1999 (Cth)
- Corporations Act 2001 (Cth)
- Competition and Consumer Act 2010 (Cth)
- Fair Work Act 2009 (Cth), and laws relating to superannuation, taxation and annual leave including the Income Tax Assessment Act 1936 (Cth) and Part 25A of the Superannuation Industry (Supervision) Act 1993 (Cth).

Disclosure of Personal Information

Depending on your relationship with us, we may disclose your Personal Information to third parties where necessary to provide our services to you. For example, we may disclose your Personal Information to contractors or subcontractors working on your project. We may also disclose your Personal Information where required or authorised by law.

Access to and Correction of Personal Information

You have the right to request access to and correction of your Personal Information held by us. If you would like to do so, please contact us using the details below. We will generally respond to requests within 30 days. If, in accordance with applicable law, we do not provide access to or correction of your personal information, we will provide reasons.

Complaints

If you have any complaints about how we handle your Personal Information or believe that we have breached our obligations under the APPs, please contact us using the details below. We take all complaints seriously and will respond to them within a reasonable timeframe. 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.

Contact Us

If you have any questions or concerns about our privacy policy, or would like to access or correct your Personal Information, please contact us:

Email: info@e3advisory.com

Telephone: +61 2 8097 0790

Postal Address: Level 22, 9 Castlereagh Street,
Sydney NSW 2000

We may update our privacy policy from time to time. The most current version of our privacy policy will be available on our website.