



KATANA FOUNDATIONS – PRIVACY POLICY

We are required by law to have an up-to-date privacy policy with information about how we collect, use and handle your personal information, including personal information collected via our website.

“Personal information” is any information that can identify you or that can reasonably enable your identification.

As we are committed to protecting the privacy of individuals. We will only collect, use or disclose your personal information in accordance with the applicable privacy legislation and this Privacy Policy.

This policy describes how we handle the personal information that we receive through your use of our website or by any other means.

You should note that other websites are made available on our website through hyperlinks. Those other websites are not subject to this Privacy Policy.

You should review the privacy policy of each one of those other websites and assess whether those policies are suitable to you before you use those websites.

Your use of our website is also subject to its [Terms and Conditions of Use](#).

What kind of information is relevant to our business?

The kind of information that is relevant to our business includes:

- information on business contacts, contractors, consultants, customers and suppliers;
- information on individuals applying for the employment and sub-contractor positions which are regularly advertised on our website;
- employee information;
- information about the way you use our website.

How we collect your personal information

We will collect your personal information as much as possible directly from you. Personal information is usually collected during the course of our relationship with you, including when you apply for a position of employment or contractor through our website.

Depending on the reason for the collection of your personal information the information we collect may include your name, contact details, Internet Protocol (IP) address, occupation, employer, qualifications and career history.

The collection of your information may also include the use of ‘cookies’ to record the way in which you use our website, such as the pages you visit and the information you have searched.

Sometimes we may collect your personal information from other sources, such as publicly available sources, related bodies corporate to Katana Foundations or, in some cases, non-related third parties. Examples of such instances are:

- Contact from your employer in relation to:
- goods or services provided to us by your employer as our contractor; or
- goods or services we may provide to your employer as our customer;
- Contact from an individual or entity who may be providing services to you as our contractor;
- Contact from a service provider (eg a builder) who utilises our products when providing services to you; and/or
- Collecting reports from non-related entities, including credit agencies.

Most of the time we will seek your consent to any collection, use or disclosure of your personal information. Your consent will usually be in writing but we may accept verbal consent in certain circumstances. Sometimes your consent may be implied through your conduct with us. In any event, we will always take steps to ensure that you are notified about the circumstances in which your personal information was collected.

If we receive any unsolicited personal information about you from third parties, which is unrelated to our business we will take steps to ensure that this information is destroyed as soon as practicably possible.

Irrespective of the way in which your information is collected, it is used and managed in accordance with this Privacy Policy and the applicable law.

Why we collect and process your personal information

Our purposes for collecting and processing (ie using, storing and disclosing) your personal information include:

- Providing you with information about our business, including our technical publications and catalogues;
- Have you in our business databases as a supplier, customer, contractor, consultant, or as an individual working for any of those;
- Providing you with our goods and services; and/or
- Assessing your credit information to assist us in conducting our business with you.

How we may use and disclose your personal information

We may use or disclose your personal information in the following instances:

- The purposes for which it was originally collected (eg the provision of our services to you);
- A purpose to which you have consented; and
- For any other purpose authorised or required by law.

We may also share your personal information with related bodies corporate to Katana Foundations or the contractors we use to conduct our business, but not for the purposes of direct marketing. We are however unlikely to disclose your personal information to overseas recipients.

Keeping your information up-to-date

It is very important that the personal information we collect from you is accurate, complete and up-to-date. During the course of our relationship with you we may ask you to keep us informed of any changes to your personal information. However, you can contact us at any time to update your personal information or to tell us that the information we hold about you is in any way inaccurate or incomplete.

How you can access your personal information

You may request access to and the correction of any of the personal information we hold about you by contacting us on:

- 07 3725 5999.

In some instances a reasonable fee may be charged to cover the cost of retrieval and the supply of the information to you.

We will seek to handle all requests for access to your personal information as quickly as possible and we will endeavour to process any such requests within 14 days. Some request for access may take longer than 30 days to process depending upon the nature of the personal information being sought.

Katana Foundations may be required by law to retain your personal information for a period of time after you have ceased your relationship with us. After such time has passed we will secure the destruction of your personal information.

We may refuse you access to personal information in a number of circumstances such as where:

- giving access to the information would pose a serious threat to the life, health, or safety of anyone, or to public health or public safety; or
- giving access would adversely impact on someone else's privacy; or
- your request is frivolous or vexatious; or
- the information relates to anticipated legal proceedings with you and would not be available under the discovery process; or
- giving access would reveal our position in negotiations with you; or
- giving access would be unlawful; or
- denying access is required by law or by an order of a court or tribunal; or
- giving access would prejudice the activities of an enforcement agency.

How we keep your information secure

We take all reasonable precautions to safeguard your personal information from loss, misuse, unauthorised access, modification or disclosure, including:

- Restricted access to personal information;
- Using technology products to prevent unauthorised computer access to our databases;
- Internal policies in relation to the use of our computers and management of personal information.

To the maximum extent permitted by law we accept no responsibility for the unauthorised access of personal information held by Katana Foundations.

Government related identifiers

Government related identifiers are identification numbers such as Tax File Numbers or Medicare Numbers. We do not use government related identifiers to identify the personal information we may have collected from you.

Anonymity or pseudonymity

Wherever lawful and practical to do so, you will have the option to deal with us anonymously or through a pseudonym (eg when making an inquiry about the type of products or services we offer).

Complaints

If you have reasons to believe that we have not protected your personal information in accordance with this policy and the requirements under the law you may lodge a complaint with us in any of the following ways:

By telephone: 07 3725 5999.

In writing: The Directors, Katana Foundations Australia Pty Ltd
PO Box 171, Sumner Park Qld 4074.

By email: hrmanager@stoddarts.com.au.

If you are not satisfied with our response to your complaint you can refer your complaint to the Federal Privacy Commissioner in writing to the Director of Complaints, Office of the Federal Privacy Commissioner, GPO Box 5218, Sydney NSW 1042.

If you have any queries about how to lodge your complaint you can contact the Office of the Federal Privacy Commissioner by telephoning 1300 363 992.

Changes to this privacy policy

Katana Foundations conducts regular reviews of all its policies and procedures. We may therefore change this privacy policy from time to time.

This Privacy Policy was amended on 5TH June 2013.