

PRIVACY POLICY

The following privacy policy outlines how MYD Consulting Engineers (**MYD**) collects, uses and manages personal information about individuals.

MYD understands the importance of personal privacy and is committed to respecting the privacy of individuals and the security of all the personal information that MYD collects or receives. This policy also forms part of the terms of use for MYD's websites, and may be updated from time to time, and viewed at or downloaded from MYD's website – www.mydconsulting.com.

What are the types of information collected?

MYD may collect and hold the following types of personal information about an individual in order to conduct its functions and activities:

- name;
- date of birth;
- gender;
- business or home address;
- contact details;
- occupation;
- professional qualifications and experience;
- employer;
- financial information; and
- MYD internet webpages accessed.

How is personal information collected and held?

Personal information about individuals may be collected from the following persons or entities:

- directly from the individual;
- the individual's agents or representatives;
- third parties with express or implicit authority to provide or disclose personal information about the individual;

- credit reporting bodies;
- law enforcement; and
- statutory bodies.

Personal information may be collected in the following ways:

- in person;
- in writing;
- over the telephone;
- online; and
- by other electronic means.

Such personal information may be held by MYD and/or its agents or third party suppliers, electronically or on written paper records.

What is the purpose of collecting such personal information?

Personal information collected and held, may be used or disclosed by MYD for the following purposes:

- conducting its business activities;
- compliance with legal or regulatory requirements;
- recruitment and employment;
- promotion of MYD's services or business;
- performance of MYD's professional services and duties;
- assessment of prospective clients and projects;
- responding to complaints, disputes or claims;
- undertaking of research relating to MYD's professional services; and
- passing on of information MYD's related companies, government or credit agencies, and legal and professional service providers where required or appropriate.

MYD only holds or collects data for the above mentioned lawful purposes and subject always to this privacy policy and the Laws of Australia.

Security and MYD's Websites

MYD takes reasonable security measures in the protection of personal information, however unauthorised access to MYD's websites and data remains a possibility. MYD will not take responsibility for any breach of its security measures from anyone outside of MYD's control. MYD may make other websites that are not under its control available through hyperlinks on its own website – these other websites are not subject to MYD's privacy policy, and MYD is not responsible for those websites. The privacy policy, conditions of use and security of those websites should be assessed by the user before use.

Removal or change of your details and complaints

If an individual wishes to correct, view, update or remove any of their personal details that are held by MYD, or has any questions, concerns or complaints regarding MYD's management of privacy and personal information, they may contact MYD at info@mydconsulting.com or at the relevant office address or telephone number listed on MYD's website – www.mydconsulting.com.

MYD will process the request or matter and respond as soon as is practicable. MYD respects the right of individuals to be able to remain anonymous.