

## MCD AUSTRALIA – PRIVACY POLICY STATEMENT

### 1.0 Privacy Policy

Challis Mouton Pty Ltd t/as MCD Australia is committed to providing quality services to our Clients and this policy outlines our ongoing obligations in respect of how we manage your Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of Information.

### 2.0 What is Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, phone and facsimile numbers. Business Information is information or an opinion that identifies a business. Examples of Business Information includes: employee names, addresses, email addresses, project related/ business financial information, permits and licences.

This Information is obtained in many ways including correspondence, by telephone and facsimile, by email, and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Information for the primary purpose of providing our services to Clients, providing information to your consultants and marketing. We may also use your Information for secondary purposes closely related to the primary purpose, in circumstances where Clients would reasonably expect such use or disclosure.

### 3.0 Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

### 4.0 Third Parties

Where reasonable and practicable to do so, we will collect Information only from the Client/ the Client's business. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

### 5.0 Disclosure of Information

Information may be disclosed in a number of circumstances including the following:

- Third parties where consent to the use or disclosure has been provided; and
- Where required or authorised by law.

### 6.0 Security of Information

Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

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When Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify the Information. However, most of the Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

### **7.0 Access to your Personal Information**

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

Challis Mouton Pty Ltd t/as MCD Australia will not charge any fee for your access request.

In order to protect Personal Information, we may require identification from you before releasing the requested information.

### **8.0 Policy Updates**

This Policy may change from time to time and is available on our website.

### **9.0 Privacy Policy Complaints and Enquiries**

If you have any queries or complaints about our Privacy Policy please contact us at:

GPO Box 3145, Brisbane QLD 4001

Level 6 / 316 Adelaide St, Brisbane QLD 4000

admin@mcdaustralia.com.au

07 3414 6000

### **10.0 Website**

#### *10.1 Visiting the MCD Australia Website*

When you visit our website ([www.mcdaustralia.com.au](http://www.mcdaustralia.com.au)) we may collect certain information such as browser type, operating system, website visited immediately before coming to our site etc. This information is used in an aggregated manner to analyse how people use our site, such that we can improve our service.

#### *10.2 Videos embedded on our Website*

Embedded videos on our website use YouTube. You can view YouTube (A Google Company) privacy policy here: <https://policies.google.com/privacy?hl=en>

#### *10.3 Social Networking Services*

We use social networking services such as LinkedIn and YouTube to communicate. When you communicate with us using these services we may collect your personal information, but we only use it to help us to communicate with you. The social networking service will also handle personal information for its own purposes. These services have their own privacy policies. You can access the privacy policies for [LinkedIn](#) and [YouTube](#) on their websites.