



# Privacy Policy

**Cleary Bros (Bombo) Pty Limited** (ABN 28 000 157 808) and its related entities respects the privacy of individuals and we are committed to protecting your personal information. Our privacy policy complies with our legal obligations and is designed to protect your privacy when we collect, use, disclose and retain information about you.

## Who we collect personal information about and why?

Cleary Bros is a leading producer and supplier of aggregates, concrete, plant hire and civil construction goods and services. To operate our businesses, we may need to collect some personal information about the people we deal with. This is also sometimes necessary to meet our legal obligations.

We generally collect and hold personal information about our customers, contractors, job applicants, employees, applicants who wish to open commercial credit accounts with us (including guarantors), suppliers and other people who may come into contact with us.

## What information we collect and why?

When you deal with us, the type of personal information we may collect about you includes (without limitation) your name, date of birth, current and previous addresses, telephone/mobile phone number, email address, employee information, bank account/commercial credit reference details, occupation, driver's licence details and if applicable your credit card details. It may also include details of the goods or services we provide to you. If you are present on our site(s) or the sites of our customers, we may also collect personal information relating to your visit.

We collect this information for the following purposes:

- to provide good and services to you;
- to administer and manage those goods and services including charging, billing and debt collection;
- to communicate internally and externally;
- to conduct appropriate check for credit worthiness and fraud;
- to promote and market to you other goods or services which we consider may be of interest to you unless you contact us and tell us not to do so;
- to ensure that we maintain a safe and secure working environment;
- for employment, internal compliance and training purposes; and
- to comply with our legal obligations

## How do we collect your personal information?

We may collect your personal information:

- directly from you (eg: over the telephone, website, post or in documents such as an application, purchase order or contract);
- from third parties (eg: credit reporting bodies such as Dun & Bradstreet, your representative(s) and agents such as a spouse or professional adviser);
- from publicly available sources of information;
- from other organisations which we will tell you about;
- if you are visiting or present on our site, from our on-site video cameras, sign in books or otherwise.

We may give commercial credit to an individual who seeks to purchase our goods and services. Before we do this, we may obtain a commercial credit reference check. Such a check may be provided by a company who also carries on business as a credit reporting body who provides credit eligibility information and consumer credit. We may also use your information to notify defaults to other credit providers, industry credit bureaus and debt collectors.

## How is your personal information stored and managed?

All your personal details and information are only accessible by our authorised personnel and are either:

- de-identified, destroyed or returned to you if no longer required; or
- stored securely in hard copy paper form and in soft electronic form.

We train our employees who handle personal information to respect the confidentiality of that information and the privacy of individuals.

## How do we treat sensitive information?

We may collect sensitive information about a person's racial or ethnic origin, religion, membership of political bodies, trade union or other professional association, sexual preference or practices, criminal record or health. If you provide such information to us, it is our policy that this information will be used and disclosed only for the purpose it was provided or another directly related purpose, unless you otherwise agree, or is disclosure is permitted or required by law.

The way we use tax file numbers and information received from credit reporting bodies about an individual is also restricted by law.

## How can you access, correct or delete your personal information?

If you would like to:

- know what personal information we hold about you; or
- update, correct or delete the personal information we hold about you;

please contact the Privacy Officer in writing at PO Box 210, Port Kembla, NSW 2505 or by email on [privacy@clearybros.com.au](mailto:privacy@clearybros.com.au).

## How do we disclose your personal information?

We understand and respect the importance of your privacy and so we only disclose your personal information to third parties in certain circumstances. These disclosures will be made subject to appropriate privacy and confidentiality protections with that third party.

The organisations we typically disclose information to include (without limitation):

- our subsidiaries and related bodies corporate;
- outsources service providers who manage services we provide to you;
- government and regulatory authorities and other organisations as required and authorised by law;
- credit reporting and fraud checking bodies;
- other credit providers for commercial credit related purposes such as credit-worthiness and financing;
- our financiers and insurers;
- our professional advisers including our accountants, auditors and lawyers;
- your representatives (eg your legal representatives);
- employment referees which you put forward in job applications.

## Changes to our Privacy Policy

This information relates to our current privacy policy. We may change our privacy policy from time to time. We will notify you of these changes by publishing them on our website.

## What to do if you have a privacy complaint?

If you have a complaint in relation to your privacy, please contact our Privacy Officer in writing at PO Box 210, Port Kembla, NSW 2505. We will do our very best to satisfy any questions that you have and correct and errors that may have occurred.

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**Cleary Bros (Bombo) Pty Ltd**

ABN 28 000 157 808

Established since 1916

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