

# Privacy Policy

## 1. WE RESPECT YOUR PRIVACY

1.1. Hofmann Engineering Pty Ltd, its subsidiaries and affiliated entities (collectively referred to as "Hofmann Engineering Pty Ltd" or "We" or "Us") respect your right to privacy and are committed to safeguarding the privacy of our customers and website visitors. We adhere to the Australian Privacy Principles contained in the Privacy Act 1988 (Cth) ("Privacy Act") as amended from time to time. This policy sets out how we collect and treat your personal information.

1.2. "Personal information" is information we hold which is identifiable as being about you.

1.3. By providing us with personal information, you consent to the terms of this Privacy Policy and the types of disclosure covered by this Policy.

## 2. COLLECTION OF PERSONAL INFORMATION

2.1. Hofmann Engineering Pty Ltd will, from time to time, receive and store personal information you enter onto our website, provide to us directly or give to us in other forms.

2.2. We may collect the following types of personal information: name, address, email address, telephone number and other contact details, your device ID, device type, IP address, standard web log information, any additional information that you provide through our website or other means, any other personal information that may be required in order to facilitate your dealings with us.

## 3. HOW WE COLLECT YOUR PERSONAL INFORMATION

3.1. Hofmann Engineering Pty Ltd collects personal information from you in a variety of ways, including when you interact with us electronically or in person, when you access our website or when we provide our services to you. We may receive personal information from third parties. If we do, we will protect it as set out in this Privacy Policy.

3.2. In addition, if you apply for a job or position with us we may collect certain information from you (including name, contact details, working history and relevant records checks) from any recruitment consultant, your previous employer and others who may be able to provide information to us to assist in our decision on whether or not to make you an offer of employment or engage you under a contract. This Privacy Policy does not apply to acts and practices in relation to employee records of our current and former employees, which are exempt from the Privacy Act.

## 4. USE OF YOUR PERSONAL INFORMATION

4.1. Hofmann Engineering Pty Ltd may use personal information collected from you to provide you with information, updates and our services. We may also make you aware of new and additional products, services and opportunities available to you. We may use your personal information to improve our products and services and better understand your needs.

4.2. Hofmann Engineering Pty Ltd may contact you by a variety of measures including, but not limited to telephone, email, SMS or mail.

## 5. DISCLOSURE OF YOUR PERSONAL INFORMATION

5.1. We may disclose your personal information to any of our employees, officers, insurers, professional advisers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes set out in this Policy.

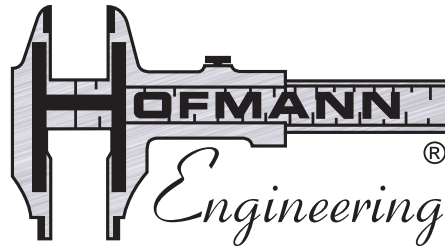
5.2. We may from time to time need to disclose personal information to comply with a legal requirement, such as a law, regulation, court order, subpoena, warrant, in the course of a legal proceeding or in response to a law enforcement agency request.

5.3. We may also use your personal information to protect the copyright, trademarks, legal rights, property or safety of Hofmann Engineering Pty Ltd, [www.hofmannengineering.com](http://www.hofmannengineering.com), its customers or third parties.

5.4. We may disclose personal information outside of Australia to employees, agents, suppliers, related entities and other third parties located in Europe, The Americas, Asia or other countries in which we operate or provide services. When you provide your personal information to us, you consent to the disclosure of your information outside of Australia and acknowledge that we are not required to ensure that overseas recipients handle that personal information in compliance with Australian Privacy Law. We will, however, take reasonable steps to ensure that any overseas recipient will deal with such personal information in a way that is consistent with the Australian Privacy Principles.

## 6. SECURITY OF YOUR PERSONAL INFORMATION

6.1. Hofmann Engineering Pty Ltd is committed to ensuring that the information you provide to us is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.



## Privacy Policy (continued)

6.2. The transmission and exchange of information is carried out at your own risk. We cannot guarantee the security of any information that you transmit to us, or receive from us. Although we take measures to safeguard against unauthorised disclosures of information, we cannot assure you that personal information that we collect will not be disclosed in a manner that is inconsistent with this Privacy Policy.

### 7. ACCESS TO YOUR PERSONAL INFORMATION

7.1 You may request details of personal information that we hold about you in accordance with the provisions of the Privacy Act. A small administrative fee may be payable for the provision of information. If you would like a copy of the information which we hold about you or believe that any information we hold on you is inaccurate, out of date, incomplete, irrelevant or misleading, please email us at [Mail@hofmannengineering.com](mailto:Mail@hofmannengineering.com). Verification of identity is required with a request to access, or update, personal information so that we can ensure your personal information is disclosed only to you.

7.2. We reserve the right to refuse to provide you with information that we hold about you in certain circumstances, as set out in the Privacy Act.

### 8. PRIVACY POLICY COMPLAINTS AND ENQUIRIES

8.1. If you have any queries or complaints about our privacy policy, please contact us at:

The Privacy Officer  
3 Alice Street,  
Bassendean  
WA 6054, Australia.

### 9. CHANGES TO PRIVACY POLICY

9.1. Please be aware that we may change this Privacy Policy in the future. We may modify this Policy at any time, at our sole discretion, and all modifications will be effective immediately upon our posting of the modifications on our website. We encourage you to check our website periodically to ensure that you are aware of our current Privacy Policy.

### 10. COOKIES

10.1. We may from time to time use cookies on our website. Cookies are very small files which a website uses to identify you when you come back to the website and to store details about your use of the website. Cookies are not malicious programs that access or damage your computer. Most web browsers automatically accept cookies but you can choose to reject cookies by changing your browser settings, however, this may prevent you from taking full advantage of our website.

10.2. Our website may from time to time use cookies to analyse website traffic and help us provide a better website visitor experience. In addition, cookies may be used to serve relevant ads to website visitors through third party services such as Google Adwords. These ads may appear on this website or other websites you visit.

### 11. THIRD PARTY WEBSITES

11.1. Our website may from time to time have links to other websites not owned or controlled by us. These links are meant for your convenience only. Links to third party websites do not constitute sponsorship or endorsement or approval of these websites. Please be aware that this Policy does not extend to, and Hofmann Engineering Pty Ltd is not responsible for, the privacy practices of other such websites. We encourage you to be aware, when you leave our website, to read the privacy statements of each and every website that collects personal identifiable information.