

EXTENT



PRIVACY POLICY

May 2023 — Version 1

SYDNEY

MELBOURNE

BRISBANE

HOBART



1. POLICY OBJECTIVES

1.1. Purpose / Context

In the course of carrying out our activities, Extent Heritage Pty Ltd (ACN 608 666 306) ('we', 'us', or 'our'), will collect, store, use and disclose personal information. It is Extent Heritage's policy to respect your privacy regarding any information we may collect while operating our website.

1.2. Policy Statement

We are committed to the protection of your personal information and to compliance with Australian privacy law.

2. INFORMATION

2.1. Types of personal information we collect and hold

We don't collect a lot of personal information. The information we hold is mostly contact details of the personnel of our clients or potential clients. Certain visitors to our website choose to interact with Extent Heritage in ways that require us to gather personally-identifying information. This includes information submitted on our 'Contact Us' page, personal information and CVs submitted as part of an application for employment.

We collect and hold personal information about individuals for the provision of our services and purposes connected to those services.

Consistent with the provision of our services, the types of personal information we may collect and hold for any individual person include their name, address, telephone number, and email address.

We don't collect identifiable personal information about people who only browse our website.

2.2. How we collect and hold personal information

We may collect personal information directly from you in the course of providing our services, from our website, from interaction on our social media accounts, and/or directly from you. We may also gather information in the process of assessing an application for employment.

Personal information is held securely, is subject to various security protections, and is held only for as long as the information remains relevant to the purpose for which it was collected. Applications for employment may be kept on file for possible future opportunities.



2.3. Purposes for which we hold, use and disclose information

The purposes for which we hold, use and disclose information include:

- (a) conducting our business, including processing and fulfilling quote requests;
- (b) communicating information about our products and services; and
- (c) for our internal administrative, research, planning, marketing and product development.

We will **not** use or disclose personal information for any secondary purpose, unless that secondary purpose is related to the primary purpose for which we have collected that information, and you would reasonably expect the disclosure in the circumstances, or unless you consent to that use or disclosure.

3. ANTI-SPAM POLICY

Extent Heritage complies with all anti-spam laws.

Spam is defined as any email you send to someone who hasn't given you their direct permission to contact them on the topic of the email.

Extent Heritage will not use your contact details in this way. Any contact using personal data provided by a user of this website will be professional and related to the use intended by the provider.

4. ACCESS AND CORRECTION

We will take all reasonable steps to ensure any personal data we collect, use or disclose is up-to-date and accurate. If you believe personal information that we hold about you is not up-to-date or accurate, you may ask us to correct it.

You may ask us to provide you with details of the personal information we hold about you, and copies of that information. We will endeavour to respond to your request within 30 days.

5. OVERSEAS DISCLOSURE

We will not disclose personal information to overseas entities.



6. CHANGES TO THIS POLICY

We will review and update this Privacy Policy from time to time as needed without notice. Therefore, you should review the terms of this policy periodically to make sure that you are aware of how we collect, hold, store, and use personal information.

7. COMPLAINTS

If you consider a breach of the *Privacy Act 1988* (Cwlth) has occurred, you may contact us and we will attempt to resolve your complaint.

If you do not consider our response satisfactory, you may contact the Australian Privacy Commissioner at its website, www.oaic.gov.au, or by telephone on 1300 363 992 (from overseas +61 2 9284 9749).