

# MG-POL024: PRIVACY POLICY

Morrow Geotechnics Pty Ltd (ABN 42 605 892 126) ("**Morrow Geotechnics**", "we", "us", or "our") is committed to protecting your privacy in accordance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APPs).

This Privacy Policy outlines how we collect, use, disclose, and store personal information, as well as how you may access or correct your information or lodge a complaint.

## 1. Collection of Personal Information

We collect personal information that is reasonably necessary for our business activities, including but not limited to:

- Contact details (name, email, phone number, address)
- Employment and professional background
- Identification documents (e.g., driver's licence, passport)
- Financial and billing details (for clients and suppliers)
- Sensitive information, such as health or criminal history (only where necessary and with your consent)

We may collect this information:

- Directly from you (e.g., through forms, correspondence, interviews)
- From third parties (e.g., referees, government agencies, public sources)
- Automatically when you use our website or digital services

## 2. Use and Disclosure of Personal Information

We use your personal information to:

- Provide geotechnical consulting services
- Communicate with clients, employees, and contractors
- Verify identity and qualifications (including through verification services like RapidID)
- Manage recruitment, employment, and training
- Comply with legal and regulatory obligations

We may disclose your personal information to:

- Service providers, including IT and cloud storage providers
- Verification and screening agencies
- Regulatory authorities or courts (where required by law)
- Related or affiliated entities (where applicable)

- We do not sell your personal information.

### 3. Overseas Disclosure

Some of the third-party services we use may store information overseas (e.g., for ID verification or cloud-based tools). We take reasonable steps to ensure that any overseas recipients comply with the APPs or equivalent data protection standards.

### 4. Storage and Security

We store personal information securely, whether in electronic or physical form, and take reasonable steps to protect it from misuse, interference, loss, and unauthorised access or disclosure. Only authorised personnel (such as senior management or HR) have access where required for business purposes.

If personal information is no longer required, we will take reasonable steps to destroy or de-identify it, unless legally required to retain it.

### 5. Access and Correction

You may request access to, or correction of, your personal information at any time by contacting us (see Section 8). We will respond within a reasonable period and comply with your request unless there is a legal reason not to. If we refuse, we will explain why.

### 6. Complaints

If you believe we have breached the APPs, please contact us. We take privacy concerns seriously and will investigate and respond within 30 days. If you are not satisfied with our response, you may contact the Office of the Australian Information Commissioner (OAIC) at [www.oaic.gov.au](http://www.oaic.gov.au).

### 7. Changes to this policy

We may update this Privacy Policy from time to time. The most current version will be available both in our internal system and on our website. We encourage you to review it periodically.

Staff will be advised of changes as they occur.

## 8. Contact Us

If you have any questions, concerns, or requests relating to your personal information, please contact:

**Haylee Sugandi**

**Business Operations Manager**

**Morrow Geotechnics Pty Ltd**

**Email:** haylee@morrowgeo.com.au

**Phone:** 02 8599 7579 (ext 102)

**Address:** 79/6 Bellambi Lane, Bellambi NSW 2518

### Prepared By

**Haylee Sugandi**

Business Operations Manager, Morrow Geotechnics Pty Ltd

Last revised 16 May 2025



### Accepted By

**Alan Morrow**

Director, Morrow Geotechnics Pty Ltd

Last revised 16 May 2025

