

Baseline is committed to the protection of personal information.

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### Privacy policy

Baseline Projects Pty Ltd (ABN 48 626 079 847) and its related entities (**Baseline**) are committed to ensuring the protection and safety of the personal information it collects. This policy outlines how we manage personal information.

We have adopted the Australian Privacy Principles (APPs) contained in the [Privacy Act 1988 \(Cth\)](#). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your personal information. A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au>.

### What is personal information and why do we collect it?

Personal information is information or an opinion that reasonably identifies an individual. Examples of the types of personal information Baseline collects includes:

- client and supplier representative's names, email addresses and phone numbers; and
- job application information from individuals that apply for positions with Baseline.

We collect your personal information for the primary purpose of operating our commercial building business.

We may also use your personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure, such as marketing or promotional activities.

When we collect personal information, we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

### How do we collect personal information?

Personal information may be collected if you:

- contact us via the 'Contact us' page on the Baseline website;
- send us an email or telephone our office;
- apply for a position with Baseline via our website or by email;
- provide supplier information to us as part of our supplier on-boarding process; or
- provide client information to us.

### Third parties

Where reasonable and practicable to do so, we will collect your personal information directly from you. However, in some circumstances we may be provided with information by third parties, such as recruitment services, police check services or CV Check. In such cases we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.



# Baseline

## Disclosure of personal information

Generally, we do not disclose any personal information outside of Baseline. We may however disclose personal information:

- To third parties where you consent to the use or disclosure;
- If necessary, to our professional advisors including risk insurers and our solicitors; or
- Where required or authorised by law.

## Security of personal information

Your personal information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification, or disclosure.

Confidential files are located in secure SharePoint sites with limited access, or in accounting software applications that require two factor authentication and designated permissions to access.

When your personal information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your personal information.

## Maintaining the quality of your personal information

We will take reasonable steps to make sure that your personal Information is accurate, complete and up to date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

## Access to your personal information

You may access the personal information we hold about you and ask us to update and/or correct it, subject to certain exceptions. If you wish to access your personal Information, please contact us on [admin@baselineprojects.com.au](mailto:admin@baselineprojects.com.au)

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

## Policy updates

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

## Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy, please contact us at [admin@baselineprojects.com.au](mailto:admin@baselineprojects.com.au).

If you are unhappy with the way we have dealt with your query or complaint about your personal information, you may contact the Office of the Australian Information Commissioner at <https://www.oaic.gov.au/privacy/privacy-complaints>.



Andrew Irving  
General Manager

