Baseline

Privacy Policy

Baseline is committed to the protection of personal information.

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 we collect. 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 APPs may be obtained from the website of the Office of the Australian Information Commissioner (OAIC) at https://www.oaic.gov.au.

This policy applies to our clients, suppliers, subcontractors and their workers, site visitors, job applicants and anyone else who deals with us. Our current and former employees should also refer to our internal Privacy Policy.

What personal information do we collect and why?

Personal information is information or an opinion about an individual who is identified or reasonably identifiable. The kinds of personal information Baseline collects include:

- names, email addresses, phone numbers and business details of client, supplier and subcontractor representatives;
- job application information, such as your resume, employment history, qualifications, licences, referee details and answers to application questions;
- information about workers and visitors on our sites, such as name, employer, contact and emergency contact details, licences, tickets, white card details, and induction and training records; and
- information you provide when you contact us or visit our website.

We collect your personal information for the primary purpose of operating our commercial building business, including delivering projects, managing our supply chain, keeping our sites safe and recruiting people to work with us.

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.

Sensitive information

Sensitive information includes information about an individual's health, criminal record, racial or ethnic origin, or membership of a trade union. We only collect sensitive information with your consent, or where required or authorised by law.

For example, we may collect criminal record information when we conduct police checks required by some of our clients, and health information where it is relevant to working safely on our sites.

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, by email or through a recruitment platform such as SEEK or LinkedIn;
- complete a site induction or register to access one of our sites;
- provide supplier or subcontractor information to us as part of our on-boarding process, or register for and use our vendor portal; 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, referees, police check services, CV Check or your employer (if you work for one of our subcontractors). 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.

Decisions made using computer programs, including artificial intelligence

Baseline uses computer programs, including rule-based software and artificial intelligence (AI) tools, to help run our business. Some of these programs use personal information to make, or to help our people make, decisions that could significantly affect you.

Our use of AI is governed by our Artificial Intelligence Policy, which requires a qualified person to review AI outputs before they are relied on.

Recruitment

We use computer programs to support recruitment. These programs use the following kinds of personal information:

- identity and contact details;
- employment history, qualifications, licences and project experience from your resume or application;
- answers to application or screening questions; and
- pre-employment check results, which may include criminal record information.

This information is used by computer programs to do things that are substantially and directly related to the following kinds of decisions, which are made by a Baseline person:

- whether an applicant is shortlisted, progressed or contacted for interview; and
- whether an offer of employment proceeds following pre-employment checks.

Recruitment platforms we use may also show our job advertisements to some people and not others and may filter applications using screening questions we set.

Site access and safety

We use site management software to manage inductions and site access for workers and visitors. It uses the following kinds of personal information:

- name, employer and contact details;
- licences, tickets and white card details, including expiry dates; and
- induction and training completion records.

This information is used to make the following kind of decision solely by the operation of the program:

- whether a person can be inducted onto, or access, a site when required credentials are missing or expired.

Suppliers and subcontractors (vendor pre-qualification, risk and performance)

We use our Vendor Management App and vendor portal to pre-qualify, risk-assess and review the

performance of suppliers and subcontractors. The kinds of personal information used are:

- identity and business details, such as name, ABN or ACN, address, licence and insurance details;
- name, role, email and phone number of vendor representatives, portal users and project referees;
- compliance information you provide to us, such as safety management, breaches and prosecutions, and industrial relations responses;
- credit scores and financial information obtained from credit reporting providers; and
- performance review scores and comments recorded by Baseline staff about work performed for us.

This information is used to make the following kinds of decisions solely by the operation of a computer program:

- calculating a vendor's pre-qualification status from whether required information and documents are complete and verified, and when that status expires;
- deriving a financial risk rating from a credit score, and calculating an overall risk score and risk category from the ratings entered by Baseline staff;
- calculating an average performance score from the reviews submitted by Baseline staff; and

The same information is also used by these programs to do things that are substantially and directly related to the following kinds of decisions, which are made by a Baseline person:

- whether a vendor's pre-qualification and risk assessment are approved;
- whether a vendor is engaged for a Baseline project, removed from our vendor directory or blacklisted; and
- whether a vendor representative is granted or refused access to our vendor portal.

Other decisions

Except for the site access checks and the vendor status and rating described above, Baseline does not make decisions that significantly affect individuals solely by the operation of a computer program. Where a computer program makes one of these calculations, a Baseline person decides whether and how to act on it.

If you would like more information about how a computer program was used in a decision about you, or would like a decision reviewed by a person, please contact us using the details below. Vendors can also ask their Baseline procurement contact to explain or re-check their pre-qualification, risk or performance status.

Disclosure of personal information

We do not sell personal information. We may disclose personal information:

- to service providers who help us run our business, such as IT, cloud hosting and AI tool providers, recruitment platforms, background check, credential verification and credit reporting providers, and site management software providers;
- to our clients, where needed to deliver a project or meet their site access and compliance requirements;
- if necessary, to our professional advisors, including risk insurers and our solicitors;
- to third parties where you consent to the use or disclosure; or
- where required or authorised by law.

We require our service providers to protect personal information and to use it only for the services they provide to us.

Overseas disclosure

Some of the service providers we use, including cloud hosting and AI tool providers, may store or process personal information outside Australia. Where this occurs, we take reasonable steps to

ensure the information is handled in a way that is consistent with the APPs.

Direct marketing

We may use business contact details to send you information about Baseline's projects and services. You can opt out at any time by using the unsubscribe option in our communications or by contacting us using the details below.

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. Where we use AI tools, we only use enterprise tools approved under our Artificial Intelligence Policy, with access controls in place.

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 our BI Team at bi@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. We review this policy at least annually.

Privacy Policy complaints and enquiries

If you have any queries or complaints about our Privacy Policy or about how we have handled your personal information, please contact us at admin@baselineprojects.com.au. We will acknowledge your complaint and aim to respond within 30 days.

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



David Vella
Managing Director