



# PRIVACY POLICY

## RFP-POL-07

Document Controlled by: Director ReadyForce Personnel Safety Management System			
Revision	Date issued	Authorised by	Comment
4	20.01.2023	Director	Issued for use

### INTRODUCTION, PURPOSE AND SCOPE

At ReadyForce Personnel, we are committed to protecting your privacy. We use the information we collect about you to maximise the services that we provide to you. Our company respects the privacy and confidentiality of the information provided by you and adheres to the national privacy principles established pursuant to the Privacy Act 1988 (Commonwealth). Please read our separate Privacy Policy below carefully.

You may change your details at any time by advising us in writing via email. All information ReadyForce Personnel receives from its customers is protected by our secure server. Our secure server software encrypts all customer information before it is sent to us. Furthermore, all of the customer data collected is secured against unauthorized use or access. Credit card information is not stored by us on our servers.

### STORAGE AND SECURITY OF YOUR INFORMATION

You may provide basic contact information such as your name, phone number, address, and email address to enable us to send information or process your application and we may also collect additional information at other times, including but not limited to, when you provide feedback, change your content or email preferences, respond to a survey, or communicate with ReadyForce Personnel.

Individual profile and company details are not used for any other purpose. Details are only supplied to a third-party supplier when it is required by law, for roles which you may be suitable or to protect ReadyForce Personnel's copyright, trademarks and other legal rights.

We respect the privacy of our online visitors. We may collect information on or through our website that can personally identify you. For example, we collect personally identifiable information which you volunteer to us to respond to visitor questions and comments about us and our services, and to mail e-newsletters ("Personal Data").

We will use reasonable means to protect the confidentiality of your Personal Data while in our possession or control. We will not knowingly share any of your Personal Data with any third party other than our service providers who assist us in providing the information and/or services we are providing to you. To the extent that we do share your personal information with a service provider, we would only do so if that party has agreed to comply with our privacy standards as described in this privacy policy.

Any non-personal information, communications and material you send to this website or to us by email, or which we obtain from third parties without promises of confidentiality, may be kept, used and disclosed by us on a non-confidential basis. We are free to use and reproduce any such information freely, and for any purpose whatsoever. Specifically, we will be free to use any ideas, concepts, know-how or techniques contained in such information for any purpose, including developing, manufacturing or marketing products.

We use Google and/or other third-party service providers to serve ads on our behalf across the Internet and sometimes on this website. They may collect anonymous information about your visits to our website (not including your name, address, email address or telephone number), and your interaction with our services. They may also use information about your visits to this and other websites to target advertisements for goods and services in order to provide more relevant advertisements about goods and services of interest to you.

### DISCLOSURE OF YOUR INFORMATION

We may from time to time need to disclose certain information, which may include your Personal Data, 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. Also, ReadyForce Personnel may use your Personal Data to protect the rights, property or safety of our company, its clients or third parties.

Finally, if there is a change of control in our business (whether by merger, sale, or otherwise), or a sale or transfer of its assets, customer information, which may include your Personal Data, could be disclosed to a potential purchaser under an agreement to maintain confidentiality, or could be sold or transferred as part of that transaction. And finally, we would only disclose your information in good faith and where required by any of the above circumstances.

### THIRD PARTIES

ReadyForce Personnel does not and will not sell or deal in personal or customer information. We will never disclose your personal details to a third party except the necessary information required by providers of products or services you have purchased or to protect the rights, property or safety of ReadyForce Personnel, its customers or third parties or if required by law.

### SECURITY

Our company strives to ensure the security, integrity and privacy of personal information submitted to our website, and periodically updates its security measures in light of current technologies.

### EMAIL COMMUNICATION

We may also provide you with information and updates regarding our website and changes to the law from time to time. ReadyForce Personnel may also make you aware of their new and additional products and services from time to time. This service is free and you can unsubscribe at any time.

### CHANGE IN POLICY

As we plan to ensure our privacy policy remains current, this policy is subject to change. We may modify this policy at any time, in our sole discretion and all modifications will be effective immediately upon our posting of the modifications on this website. Please return periodically to review our privacy policy.

### SIGNED

Dave Allen  
Company Director  
Date:

Nathan Brennan  
Company Director  
Date: