

## PRIVACY POLICY

At North, we respect your privacy and the privacy of others. We treat the personal data provided to us with respect and integrity. Respect and integrity form part of our core values, and underpin the way we conduct business.

We recognise that your personal information is important to you and share your concerns about how information is collected, used and shared. North is committed to the protection of your personal information and we will always handle your personal information securely and carefully.

North is committed to the protection of your personal information. Our policies comply with our obligations under the National Privacy Principles that form part of the *Privacy Act 1988* and are intended to protect your privacy in respect of any personal information that you may provide to us.

We sometimes share personal data within the North Group and with third parties. The types of third parties to whom we may disclose personal data includes our service providers who assist us in providing our services, such as architects, consultants, subcontractors, suppliers, and those who provide banking, insurance and technology services.

The following should give you a greater understanding on how we collect and use customer information.

### **Purposes for the collection of personal data**

We will take reasonable steps to ensure that you are aware of the purposes for which we handle that personal data. Personal data should only be handled for purposes notified or obvious to you, and only subsequently used or further communicated where not incompatible with these purposes.

To carry out our services, we require certain personal information from customers. The personal data collected will be adequate and not excessive in relation to the purposes for which it will be dealt with. The company will not collect sensitive information about a person unless that person has consented to the disclosure of that information or the company is required to collect that information by law.

The customer information that we collect is used primarily to enable us to maintain and operate our business activities.

### **Maintenance and security of personal data**

Personal data should be accurate, and kept up to date as required. We will protect the personal data that we hold from misuse, destruction and unauthorised access. Personal data may only be accessed by authorised employees of the company. This protection applies in relation to data stored both electronically and in hard copy.

### **Use and disclosure of information**

We will use personal data strictly in accordance with the *Privacy Act 1988* and the National Privacy Principles. This is only likely to occur in extraordinary circumstances such as where we are compelled by law to release the information. We will not use or disclose personal data other than for the primary purpose of collection unless certain exceptions apply.

### **Our Privacy Policy**

This privacy policy relates to our current privacy standards. We may vary our privacy policy from time to time. Please contact us to establish if there is an updated policy.

### **Contacting us**

If you have any questions about your privacy, if you wish to update information we hold about you, make a complaint or request a copy of our most current Privacy Policy, please write to:

**Corporate Services Manager**  
**North Construction & Building Pty Ltd**  
**PO Box 3517, Tuggerah NSW 2259**

You can also telephone us on (02) 4323 2633, or email to [mail@north.com.au](mailto:mail@north.com.au)