



BG&E Privacy Policy

Policy #: BGE-HR-PP

Version: 1.0

Effective Date: 30 December 2019



Personnel Policies

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1 OUR PRIVACY COMMITMENT

We are committed to being open and transparent about how we manage your personal information.

Our Privacy Policy aims to communicate, in the clearest way possible, how we treat your personal information. We encourage you to read this Privacy Policy carefully. It will help you make informed decisions about sharing your personal information with us.

Our policy is based on the following fundamental principles:

- We will always collect, store, use and disclose personal information in accordance with applicable privacy laws.
- We will only use your personal information when it is necessary for us to deliver our services or perform other necessary business functions and activities.
- We will not use or disclose your personal information for purposes unrelated to our business activities and the services we provide, unless we first obtain your consent.
- Keep personal information accurate and up to date.
- Respect the privacy rights of individuals granted by privacy laws.
- Keep personal information secure.
- Destroy or de-identify personal information in a secure manner when there is no further need for the information to be kept by BG&E, or when required by law.
- Ensure only authorised employees who have agreed to maintain confidentiality have access to the information.

2 PRIVACY POLICY

This Privacy Policy sets out how we comply with our privacy obligations under the Privacy Act 1988 (Australia), European Union General Data Protection Regulations, the Data Protection Act 2018 (UK) and the laws of other jurisdictions in which we operate.

We are bound by the requirements of those laws, which regulate how we may collect, store, use and disclose your personal information. Those laws also specify other requirements, such as how individuals may access, correct and delete information held about them.

When we say "personal information" we mean information which identifies you, such as your name, email, address, telephone number, work experience, qualifications and so on. When we say "sensitive information" we mean a special category of personal information containing information regarding racial or ethnic origin, political opinions, religious beliefs, genetic data, health information and so on.

In this Privacy Policy "we", "us" and "our" and "BG&E" collectively refers to BG&E Group and its related companies.

3 YOUR CONSENT

Our purpose in processing data is to better provide our services. The lawful basis for processing that information includes requirements under contract, compliance with legal obligations, your express consent and our legitimate interests. For the purposes of privacy legislation, we will seek your consent where required.

4 CHANGES TO THIS PRIVACY POLICY

We may amend the terms of this Privacy Policy from time to time and will notify you of any changes by posting an updated version on our website or by sending you a notice via email.

5 WHAT INFORMATION DO WE COLLECT?

Information you provide to us directly: Our usual practice is to collect personal information directly from you, when you complete any form, including online forms, register to use our Services, or provide any other information in connection with your use of our Services. A few examples include:

- Personal details: given name(s); photograph; employment history; education, and other typical CV content provided as part of an application process.
- Demographic information: gender; date of birth; age; nationality; title; language.
- Contact details: correspondence address; telephone number; email address; details of your public social media profile(s).
- Consent records: records of any consent you may have given and the subject matter of that consent.
- Qualifications, education and academic history, work experience and skills, previous occupations, previous employer information, areas of practice and areas of interest;
- Financial details including bank account information, superannuation details and tax file number;
- Contract of employment, resume and performance reviews; and Government-issued identifiers such as driver's license number.

Sensitive information you provide: We may collect or obtain sensitive information directly from you (for example, where your CV or job application contains health information), including Membership information relating to professional groups and bodies; Pertinent medical information such as known medical conditions and allergies, and Disclosure of medical information is completely voluntary (unless required by law) and is requested only to provide appropriate care in the event of a medical emergency.

Information we get from third parties: We collect or obtain personal information from authorised third parties (e.g. LinkedIn, researchers, credit reference agencies, law enforcement agencies). This includes information such as public information, references, results from former employers, competency or medical tests, or background checks such as credit and criminal record checks.

Information we collect automatically: We may collect personal information about you automatically when you visit our websites or use our Services, like your IP address and device type. Some of this information may be collected using cookies and similar digital tracking technologies.

Information we create in the performance of the Services: We may also create or obtain personal information, such as evaluative records about your interactions with us, and any interactions we have with clients on your behalf. Evaluative information may be confidential to us.

Information you make public: We may collect or obtain your personal information that you manifestly choose to make public, including via online channels such as social media (e.g. LinkedIn, Facebook etc.)

You can always choose not to provide your personal information to BG&E, but it may mean that we are unable to provide you with the Services you require.

6 HOW IS YOUR PERSONAL INFORMATION PROCESSED?

Where we collect personal information or sensitive information, we will only process it:

- to perform Services under a contract with you; or
- where we have legitimate interests to process the personal information or sensitive information and these interests are not overridden by your rights; or
- in accordance with a legal obligation; or
- where we have your consent.

BG&E collects your personal information so that we can provide you with the Services and any related services you may request. In doing so, BG&E may use the personal information we have collected from you for purposes it was collected including:

- to process and administer the Services, and to help us develop, improve, manage, administer and facilitate our Services and business operations;
- to contract with authorised individuals (such as prospective employers);
- to process your personal information for BG&E's internal business purposes;
- verify your identity and application details;
- for general internal purposes (such as record keeping, database management, training, billing);
- assist with the resolution of any issues relating to the Services;
- comply with all laws and regulations in all applicable jurisdictions; and
- communicate with you.
- Assessing employment applications;

- Processing payments to employees and outside contractors;
- Communication with employees, previous employees, outside contractors, clients, stakeholders and people interested in communicating with BG&E;
- Assisting in the day-to-day operations of the business including staff training, systems development, research and/or statistical analysis;
- Satisfying BG&E's legal obligations including our duty of care; and
- Where necessary, marketing and promotional activities.

By using the Services, you consent to your personal information and sensitive information being collected, stored, used and disclosed in this way and for any other use you authorise. BG&E will only use your personal information for purposes described in this Privacy Policy, or with your consent.

7 IN WHAT VERY LIMITED CIRCUMSTANCES MIGHT WE DISCLOSE YOUR PERSONAL INFORMATION?

Your personal information will not be sold, traded rented or otherwise provided to others without your consent.

We will only disclose your personal information outside BG&E and its related companies if it is necessary and appropriate to facilitate the purpose for which your personal information was collected pursuant to this Privacy Policy, including the provision of the Services, or a directly related purpose. This may include, for example, disclosure of personal information to:

- a prospective client, as part of a tender process; and
- third party service providers, including any sub-contractors, to enable us to provide our Services.
- professional advisors such as lawyers and accountants;
- to an auditor, regulator or to otherwise comply with the law.
- We may share Personal Data, such as CVs of collaborating design consultants, to clients, potential clients or collaborating designers where this was the purpose of collection.
- To our related bodies corporate (the BG&E Group), and their respective directors, officers, agents, and employees for the purpose of processing personal information on our behalf (except in the case of sensitive information);
- To comply with any law enforcement agency, judicial proceeding, court order, or legal process in any jurisdiction that is investigating any breach or suspected breach of any law in any jurisdiction regarding your identity or other personal information provided by you to us;
- Where we are permitted by law to disclose your personal information;
- In the event of a medical situation or health emergency; or
- In the event of a serious non-medical emergency, such as a missing persons situation.

We will not otherwise disclose your personal information unless we believe on reasonable grounds that you have provided your authorisation or consent. However, you should be aware that we may be required to disclose your personal information without your consent in order to comply with any court orders,

subpoenas or other legal process or investigation including by tax authorities, if such disclosure is required by law. Where possible and appropriate, we will notify you if we are required by law to disclose your personal information.

8 INTERNATIONAL DATA TRANSFERS

When we disclose data, it may be transferred to, and processed in, countries other than Australia – such as the United States, where some of our data hosting servers are currently located. There may be differences with Australia's privacy laws. However, where we disclose personal information to a third party in another country, there are safeguards in place to ensure your personal information is protected and your privacy is maintained.

For individuals in the European Economic Area (EEA), this means that your personal information may be transferred outside of the EEA. Where your personal information is transferred outside the EEA, it will only be transferred to countries that have been identified as providing adequate protection for EEA data (such as Australia), or to a third party where we have approved transfer mechanisms in place to protect your personal information (e.g. by entering into the European Commission's Standard Contractual Clauses). For further information, please contact us using the details set out in the contact section below.

9 STORAGE AND SECURITY

We are committed to guarding your privacy and protecting the security of your personal information and we take all reasonable precautions to protect it from unauthorised access, modification or disclosure.

BG&E implements and maintains security measures that are designed to provide protection against the loss, interference or misuse of your personal information and to prevent unauthorised access, modification or disclosure of that information.

These include, but are not limited to:

- Restricting access to personal information to authorised personnel based on their roles, responsibilities and hierarchy within the company;
- Educating all staff in the importance of maintaining the confidentiality of protected information, such as not revealing personal passwords or passcodes to anyone;
- Utilising physical security measures such as the use of proximity cards logging access to and from all BG&E offices and ensuring that the premises are secured with monitored motion detecting alarm systems;
- Implementing policies and procedures in relation to protecting stored personal information

- Ensuring that staff correctly follow protocols when handling personal information by implementing procedures such as confidentiality policies and complying with email and internet usage guidelines; and
- Undertaking due diligence with respect to third parties who may have access to personal information provided by BG&E that they are compliant with the Act, the APPs and this Policy.

10 EMAIL, TEXT AND TELEPHONE COMMUNICATIONS

By subscribing to emails and/or text communications from BG&E, or otherwise providing your email address and/or mobile number to us, you consent to receiving emails and/or texts (as the case may be) which promote and market our products and services, or the products and services of others, from time to time.

You can unsubscribe from our email communications and/or text communications at any time by clicking the "Unsubscribe" link in any promotional or marketing email or text received or by emailing privacy@bgeeng.com.

Once you have unsubscribed from the email or text communications, you will be removed from the corresponding marketing list as soon as is reasonably practicable.

11 HOW YOU CAN ACCESS OR CORRECT YOUR PERSONAL INFORMATION

You may request access to the information we hold about you, request that we update or correct any personal information we hold about you, object to processing your information or ask us to restrict or cease processing your personal information or even delete your personal information, by setting out your request in writing and sending it to us at privacy@bgeeng.com.

We will review your request as soon as reasonably practicable to comply with our legal obligations. If we are unable to give you access to the information you have requested, we will give you reasons for this decision when we respond to your request.

In certain circumstances, access to your personal information may be refused. These circumstances could include, but are not limited to:

- Where the provision of the information may have an unreasonable impact on the privacy of other individuals;
- Access is denied by law;
- The request is regarded as frivolous or vexatious

12 RETENTION

The length of time we keep your personal information depends on what it is and whether we have an ongoing business need to retain it (for example, to provide you with a service you've requested or to comply with applicable legal requirements such as money laundering and financial reporting legislation).

We will retain your personal information for as long as we have a relationship with you and for a period of time afterwards where we have an ongoing business need to retain it, in accordance with our internal retention policies and practices, unless otherwise requested by you. Following that period, the information will be deleted or anonymised. Otherwise, as a general rule, we only keep your personal information for as long as we require it for the purposes of providing you with our Services.

13 YOUR RIGHTS IN CONNECTION WITH PERSONAL DATA – INCLUDING THE RIGHT TO OBJECT

Under certain circumstances, by law you have the right to:

- Request access to your Personal Data (commonly known as a “data subject access (SAR) request”). This enables you to receive a copy of the Personal Data we hold about you and to check that we are lawfully processing or storing it.
- Request correction of the Personal Data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected or deleted.
- Request the erasure of your Personal Data. This enables you to ask us to delete or remove Personal Data where there is no good reason for us continuing to process, use or store it.
- You also have the right to ask us to stop processing Personal Data where we are relying on a legitimate interest or lawful basis for processing and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your Personal Data. This enables you to ask us to suspend the processing of Personal Data about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your Personal Data to another party.

If you want to review, verify, correct or request erasure of your Personal Data, object to the processing of your Personal Data, or request that we transfer a copy of your Personal Data to another party, please contact the Data Protection Manager in writing if possible and otherwise by telephone on +61 8 6364 3300.

14 RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your Personal Data for a specific purpose, you have the right to withdraw your consent for that

specific processing at any time. To withdraw your consent, please contact Our Privacy Officer or use any unsubscribe link in any email newsletter that you receive. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

15 PRIVACY OFFICER

We take your concerns seriously. If you have any concerns about privacy or the use or collection of your personal information by BG&E please contact our Privacy Officer at privacy@bgeeng.com and include the words 'ATT: THE PRIVACY OFFICER' or call us on +61 8 6364 3300.

We will respond as quickly as possible (our target response is within 20 business days) and treat all complaints in a way that is fair and consistent. However, if you remain dissatisfied, you can make a formal complaint with Office of the Australian Information Commissioner or the Information Commissioner's Office (UK) as relevant.

This represents our Privacy Policy as at 30 December 2019.