

ABOUT THIS PRIVACY POLICY

This Privacy Policy outlines how Breen Resources Pty Ltd (Breen, we, our, us) manage your personal information. It also describes generally the sorts of personal information held and for what purposes, and how that information is collected, held, used, and disclosed. We respect your right and understand our obligations to privacy under the Privacy Act 1988 (Cth) (the Act) and we comply with all the Act's requirements in respect of the collection, management and disclosure of your personal information.

This Policy outlines the obligations that Breen has in managing the personal information we hold about our clients, potential clients, contractors, and others.

Breen' privacy policy in respect of its employees is dealt with in a separate policy.

This Privacy Policy applies to all your dealings with us whether using the Breen' website (www.breen.com.au), in writing or in person. By dealing with Breen, you consent to our use and disclosure of your personal information in the manner described in this Privacy Policy. We encourage you to check our website regularly for any updates to our Privacy Policy.

WHAT PERSONAL INFORMATION DOES BREEN COLLECT?

The type of personal information we collect depends on the nature of your dealings with us and the reason for collecting it.

Personal information we collect about you may include your name and contact details, your employment details, industry expertise, areas of interest, your credit card, debit card or bank account information, details of your dealings with us, and any other information reasonably necessary to provide you with our services.

The type of information we may collect, and hold includes (but is not limited to) personal information about:

- clients, business associates and potential clients and their employees
- suppliers and service providers and their employees
- prospective employees, employees, contractors, and subcontractors; and
- other people who contact Breen for a multitude of reasons.

WHY DOES BREEN COLLECT PERSONAL INFORMATION?

Breen will only collect personal information in connection with business activities. Generally, the purpose for which Breen collect personal information will be apparent from the way in which we collect it or will be disclosed at the time of collection. If at any time the purpose for which we are collecting your personal information is unclear, please raise your concerns with the person you are dealing with or contact us using the contact details below.

HOW DOES BREEN USE YOUR PERSONAL INFORMATION?

Breen will only use your personal information for a purpose:

- you have consented to, or
- you have provided the information, or
- as otherwise permitted by law.

If you apply for a job with us, we will hold, use and disclose that information solely for the purpose of considering your application. In particular, in considering your application, it may be necessary for us to disclose some of that information to third parties to verify the accuracy of that information.

WHEN DOES BREEN DISCLOSE PERSONAL INFORMATION?

Breen may disclose your personal information to related Breen entities or third-party service providers and contractors who assist in our internal business and administrative operations. When we engage the services of a third party, we take reasonable steps to ensure they comply with the Privacy Act and maintain the confidentiality of any personal information to which they have access.

HOW DOES BREEN ENSURE YOUR PERSONAL INFORMATION IS CORRECT?

Breen takes all reasonable steps to ensure that your personal information is accurate, complete, and up to date. We encourage you to contact us in order to update any personal information we hold about you. Our contact details are set out below.

HOW DOES BREEN KEEP YOUR PERSONAL INFORMATION SECURE?

Breen is committed to keeping your personal information secure. We take reasonable steps to protect your personal information from misuse, loss and from unauthorized access, modification, or disclosure.

In the event of a data breach involving your personal information, we will take the following steps:

1. Contain the breach to prevent further unauthorized access or disclosure.
2. Assess the scope and impact of the breach.
3. Notify affected individuals and, where required, relevant authorities, within the legally required timeframe.
4. Implement measures to remediate the breach and prevent future occurrences.
5. Cooperate with any investigations or audits conducted by regulatory bodies.

While Breen uses all reasonable endeavours to ensure that you provide personal information in a secure environment, no data transmission over the internet can be guaranteed as totally secure. Breen does not accept responsibility for the security of information transmitted to us over the internet. Our website may contain links or plug-ins to other sites. We are not responsible for the content of or the privacy practices or policies of, those sites.

HOW DOES BREEN COLLECT INFORMATION VIA OUR WEBSITE?

When you visit and browse our website, our website host may collect information (which may or may not include Personal Information) for statistical, reporting and maintenance purposes.

Breen's website host uses this information to administer and improve the performance of our website.

Cookies involve the collection of information about you (which may or may not be Personal Information) in a way that may not be obvious to you. Generally, the information collected through cookies relates to a device used to access online content, such as an IP address or location data about the device. Cookies may also collect information about the behaviours of the user of the device, such as the websites visited by the user and their activity on the website. In some circumstances, the information collected through cookies may be combined with information that identifies the end user of the relevant device. Any Personal Information we collect in this way is handled in accordance with this Privacy Policy.

DOES THE BREEN WEBSITE COLLECT PERSONAL INFORMATION?

As describe above, we do not collect personal information from casual visitors to our web site, unless you have voluntarily supplied us with personal information via one of our web forms or via email.

HOW CAN YOU ACCESS YOUR PERSONAL INFORMATION?

You have the right to access your personal information held by Breen. You can also make a request for us to correct any inaccurate, incomplete, or out-of-date personal information.

For security reasons, a written request may be required to access your information.

HOW LONG BREEN KEEP YOUR PERSONAL INFORMATION?

We will keep your Personal Information only for as long as required for our business purposes and otherwise as required by Australian law.

Where we no longer need to keep your Personal Information, we will take reasonable steps to destroy or de-identify your Personal Information. If you wish to have your Personal Information destroyed or de-identified, please let us know and we will take reasonable steps to do so (unless we need to keep it for legal, auditing or internal risk management reasons).

HOW DOES BREEN MANAGE DIRECT MARKETING MATERIALS?

You will receive direct marketing communications and information about our products and services that we consider may be of interest to you. These communications may be sent in various forms, including mail, SMS and email. If you indicate a preference for a method of communication, we will endeavour to use that method whenever practical to do so. In addition, at any time you may opt-out of receiving marketing communications from us by contacting us (see the details below) or by using opt-out facilities provided in the marketing communications and we will then ensure that your name is removed from our mailing list. We do not provide your personal information to other organisations for the purposes of direct marketing.

UPDATES TO THIS PRIVACY POLICY

This Privacy Policy will be reviewed and updated by Breen from time to time. Updated versions of this policy will be published on this website.

CONTACT INFORMATION

If you have any questions about this privacy policy, any concerns, or a complaint regarding the treatment of your personal information or a possible breach of your privacy, please contact our Privacy Officer using the details set out below. Our Privacy Officer can be contacted via:

Breen Resources

Level 16, Suite 4, 55 Clarence Street Sydney NSW 2000

Tel: (02) 9668 8539

Email: info@breen.com.au