

Privacy Policy

In this Privacy Policy, Niche Environment and Heritage Pty Ltd (ABN 19 137 111 721) is referred to as **we, our** and **us**.

The *Privacy Act 1988* (Cth) (**Privacy Act**), the Australian Privacy Principles (**APPs**), and binding codes issued under the Privacy Act, govern the way we manage your personal information. Personal information is any information or opinion about a person, who is identified or reasonably identifiable, whether or not that information or opinion is true.

This policy sets out how we collect, use, disclose and otherwise manage personal information.

SCOPE.

We recognise and respect that your privacy is very important, and we are committed to protecting the personal information we collect from and about you.

COLLECTION.

Types of information collected.

The personal information that we collect and hold about you depends on your interaction with us.

If you are a client or have a business relationship with us, the kinds of information we typically collect may include [name, job title, social media profile, gender, address, phone number, fax number, email address, bank account details, place and type of business] and other information relevant to providing you with the services you are, or someone else you know is, seeking.

If you are an employee or contractor, the kinds of information we typically collect include name, gender, address, contact details, emergency contact details, bank account and financial details, tax file number to enable us to administer our employment or contractor relationship.

We may also collect and hold sensitive information about you, including information about your health, racial or ethnic origin and criminal records reviews that may be required to be undertaken.

We will only do these things with your consent or where otherwise permitted by law.

If you are a landowner prospective client or client, the kinds of information we typically collect include legal entity details, names, addresses, phone number, property name, lot plans and property spatial data to enable us to administer our prospective client or client relationship.

Method of collection.

We generally collect personal information directly from you [through the use of any of our standard forms, through our recruitment process, through our website, social media accounts, in person, via email or over the phone]. We may also collect personal information about you from third parties acting on your behalf.

There may, however, be some instances where personal information about you will be collected indirectly because it is unreasonable or impractical to collect personal information directly from you. We will usually notify you about these instances in advance, or where that is not possible, as soon as reasonably practicable after the information has been collected.

If we receive unsolicited information about you that we do not ask for or which is not directly related to our functions or activities, we may be required to destroy or de-identify that information, provided it is lawful and reasonable to do so.

Purpose of collection.

The personal information that we collect and hold about you, depends on your interaction with us.

Generally, we will collect, use and hold your personal information if it is reasonably necessary for or directly related to the performance of our functions and activities and for the purposes of:

- (a) providing services to you or someone else you know;
- (b) responding to your enquiries;
- (c) if you have consented to marketing or otherwise permitted by law, providing you with information about other services that we and other organisations that we have affiliations with, offer that may be of interest to you;
- (d) if you have consented to marketing or otherwise permitted by law, providing you with information relevant to your type of business or other area of expertise or interest;
- (e) facilitating our internal business operations, including the fulfilment of any legal requirements;
- (f) analysing our services and customer needs with a view to developing new or improved services;
- or
- (g) contacting you, or someone else you know to provide a testimonial, reference or case study for us.

If you are an employee or consultant, we will use your personal information to administer our employment or consulting relationship, including to fulfil our legal obligations in connection with that relationship.

Except as otherwise permitted by law, we only collect sensitive information about you if you consent to the collection of the information and if the information is reasonably necessary for the performance of our functions, as set out above.

Failure to provide information.

If the personal information you provide to us is incomplete or inaccurate, we may be unable to provide you, or someone else you know, with the services you, or they, are seeking.

In the context of an employment or consulting relationship, without that information we will not be able to appoint you to the role.

Laws under which personal information is collected and used.

In Australia, we collect personal information to assist us to fulfil our legal and regulatory obligations, including:

- employment law obligations under the *Migration Act 1958* (Cth) and the *Fair Work Act 2009* (Cth)), and taxation and superannuation law obligations under the *Income Tax Assessment Act 1936* (Cth) and Part 25A of the *Superannuation Industry (Supervision) Act 1993* (Cth);
- corporate record keeping obligations under the *Corporations Act 2001* (Cth), the *Competition and Consumer Act 2010* (Cth) and the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

Tax File Numbers

We collect, use, store and disclose Tax File Numbers only for the purposes required by law. We are not permitted to use those Tax File Numbers as our own internal identifiers for individuals, and we must comply with the Tax File Number Rule before sharing Tax File Numbers with any third party.

INTERNET USERS

If you access our website, we may collect additional personal information about you in the form of your IP address and domain name.

Our website may contain links to other websites. We are not responsible for the privacy practices of linked websites and linked websites are not subject to our privacy policies and procedures.

USE AND DISCLOSURE.

Disclosure to third parties and other organisations

Generally, we only use or disclose personal information about you for the purposes for which it was collected (as set out above).

We may disclose personal information about you to:

- (a) third party service providers, who assist us in operating our business, and providing services to you on our behalf (including information technology service providers and professional advisers);
- (b) if you have consented to marketing or otherwise permitted by law, other organisations with whom we have affiliations so that those organisations may provide you with information about services;
- (c) in the context of a corporate transaction, to a potential target, acquirer or merger party where reasonably necessary to complete that transaction.

SECURITY

We store your personal information in different ways, including in paper and in electronic form. The security of your personal information is important to us. We take reasonable steps to ensure that your personal information is stored safely to protect it from interference, misuse, loss, unauthorised access, modification or disclosure, including both electronic and physical security measures.

ACCESS TO INFORMATION.

You may access the personal information we hold about you, upon making a written request. We will respond to your request within a reasonable period. We may charge you a reasonable fee for processing your request (but not for making the request for access).

We may decline a request for access to personal information in circumstances prescribed by the Privacy Act, and if we do, we will give you a written notice that sets out the reasons for the refusal (unless it would be unreasonable to provide those reasons), including details of the mechanisms available to you to make a complaint.

If, upon receiving access to your personal information or at any other time, you believe the personal information we hold about you is inaccurate, incomplete or out of date, please notify us immediately. We will take reasonable steps to correct the information so that it is accurate, complete and up to date.

If we refuse to correct your personal information, we will give you a written notice that sets out our reasons for our refusal (unless it would be unreasonable to provide those reasons), including details of the mechanisms available to you to make a complaint.

COMPLAINTS AND FEEDBACK.

If you wish to make a complaint about a breach of the Privacy Act, the APPs or a privacy code that applies to us, please contact us using the details below and we will take reasonable steps to investigate the complaint and respond to you.

If after this process you are not satisfied with our response, you can submit a complaint to the Office of the Information Commissioner. To lodge a complaint, visit the 'Complaints' section of the Information Commissioner's website, located at <http://www.oaic.gov.au/privacy/privacy-complaints>, to obtain the relevant complaint forms, or contact the Information Commissioner's office.

If you have any queries or concerns about our privacy policy or the way we handle your personal information, please contact us at:

Street address:	Level 3, 93 George Street Parramatta NSW 2150
Email address:	info@niche-eh.com
Telephone:	02 9630 5658
Website:	https://niche-eh.com/

For more information about privacy issues in Australia and protecting your privacy, visit the Australian Federal Privacy Commissioner's web site <http://www.privacy.gov.au/>.