

## **Privacy Policy**

Geared Project Engineering Pty Ltd respects and upholds your right to privacy.

Please read this privacy policy before using the site or submitting any personal information. By using the site, you are accepting the practices described in this privacy policy. You are encouraged to review the privacy policy whenever you visit the site to make sure that you understand how any personal information you provide will be used.

The privacy practices set forth in this privacy policy are for this web site only. If you link to other web sites, please review the privacy policies posted at those sites.

### **Information Collection**

#### **When do we collect personal information?**

Personal information is any information that can be used to identify you. We collect personally identifiable information, like names, postal addresses, email addresses, etc., when :

- entering into relationships with new clients
- entering into arrangements with new service partners (sub-consultants & sub-contractors)
- individuals apply for employment with us
- voluntarily submitted by our visitors.

#### **What do we do with personal information?**

The information you provide is used to fulfil your specific request such as:

- to enable us to provide services to our clients
- to communicate information about our services.
- for our internal administrative requirements including making payments or claims
- to consider the suitability of applicants for employment with us

#### **"Cookies"**

We do not use cookies on our website located at <http://www.gearedprojects.com.au>.

#### **Safeguarding personal information**

We will take all reasonable steps to maintain the security of any personal information we receive. We will only keep your personal information when we consider it necessary for one of the purposes you have disclosed it. If we consider that it is no longer necessary to keep your personal information, we will take reasonable steps to destroy or de-identify your personal information.

#### **Links**

Our website may contain links to other sites operated by third parties. We make no representations or warranties as to the privacy practices of any third-party site and are not responsible for the privacy policies of other sites.

#### **Future Changes to Our Privacy Policy**

We may change this policy from time to time and will notify you by posting an updated version of this policy on this website. This document represents our policy as at 18 March 2013.