

## **Infraspan Pty Ltd – Privacy Policy**

### **Introduction**

This Privacy Policy applies to Infraspan Pty Ltd, referred to in this document as “Infraspan”, “we”, “us”, or “our”. It outlines how we collect, use, disclose, and safeguard your personal information. References to digital platforms include any websites or services operated by or on behalf of Infraspan.

### **Protecting your privacy is important**

At Infraspan, we understand your personal information is important to you. We are committed to safeguarding your privacy in accordance with the Australian Privacy Principles (APPs) outlined in the Privacy Act 1988 (Cth) and the New Zealand Privacy Act 2020, where applicable.

The APPs (Schedule 1 of the Privacy Act 1988) are available from the OAIC website. The New Zealand Information Privacy Principles (IPPs) can be found on the NZ OPC website.

This policy applies to all personal information collected through:

- Any Infraspan website or digital platform;
- Our clients and business partners;
- Our subcontractors and suppliers;
- Individuals applying for roles within Infraspan;
- Individuals using our services or referred to us.

### **Information we collect**

We may collect some or all of the following information:

- Identity and contact details;
- Employment history and qualifications;
- Skills, preferences, and career interests;
- Bank details and Tax File Number (if applicable);
- Referee feedback and interview notes;
- Sensitive information (e.g., health data, background checks);
- Right-to-work verification documents;
- Technical data (e.g., IP address, browser type, usage analytics).

### **How we collect your information**

We may collect information from:

- Direct interactions (e.g., forms, emails, meetings);
- Third parties (e.g., referees, background checks);
- Public sources (e.g., LinkedIn, social media);
- Website analytics and cookies

## Why we collect your information

### Your information is collected, held, used, and disclosed to:

- Assess your suitability for opportunities with us or our clients;
- Facilitate communication, contracts, and payroll (if applicable);
- Provide insights and services aligned with your needs;
- Fulfil legal and compliance obligations;
- Conduct analytics and improve our platforms.

## Disclosure of your information

### We may share your information with:

- Prospective employers or project partners;
- Our professional service providers (e.g., legal, IT, payroll);
- Regulatory bodies, if required by law;
- Overseas partners, if engaged in cross-border projects;
- Third-party platforms we use to operate our services.

## Direct marketing

From time to time, we may contact you with industry updates, services, or opportunities relevant to your profile. You may opt out of marketing communications at any time via the unsubscribe link or by contacting us directly.

### Access, correction, and security

You may request access to or correction of your personal information by contacting us. We will take reasonable steps to ensure your data is accurate and secure, stored in protected systems or controlled physical locations.

Despite our best efforts, no system is completely secure. Transmission of data over the internet is at your own risk.

## Retention of information

We retain your information for as long as reasonably necessary to provide our services or to comply with legal and contractual obligations.

## Cookies

Our website may use cookies to enhance user experience. You can adjust your browser settings to disable cookies, though this may limit some website functions.

### Consent

By providing us with your personal information, you consent to its collection, use, and disclosure in accordance with this Privacy Policy.

## **Changes to this policy**

This policy may be updated periodically. The latest version will always be available at [www.infraspan.com.au/privacy-policy](http://www.infraspan.com.au/privacy-policy). Please review it regularly.

Contacting Us

**For privacy-related queries or concerns, please contact:**

**Infraspan Pty Ltd**

Email: [info@infraspan.com.au](mailto:info@infraspan.com.au)

Website: [www.infraspan.com.au](http://www.infraspan.com.au)

## **Escalating complaints**

If you are dissatisfied with our response, you may contact:

### **In Australia:**

Office of the Australian Information Commissioner (OAIC)

GPO Box 5288, Sydney NSW 2001

Phone: 1300 363 992

Website: [www.oaic.gov.au](http://www.oaic.gov.au)

### **In New Zealand:**

Office of the Privacy Commissioner

PO Box 10 094, Wellington 6143

Phone: 0800 803 909

Website: [www.privacy.org.nz](http://www.privacy.org.nz)