

BCS IS COMMITTED TO SUPPORTING AND COMPLYING WITH THE PRIVACY ACT 1988 AND THE AUSTRALIAN PRIVACY PRINCIPLES, WHICH SET CLEAR STANDARDS FOR THE COLLECTION, ACCESS AND STORAGE OF PERSONAL INFORMATION, WHICH WE OBTAIN AS PART OF OUR BUSINESS OPERATIONS

Collection of Information

We collect information in the course of providing, and to enable us to provide, engineering services (including labour hire, fabrication and construction contracting) and products. That information may be used to, among other things comply with legal requirements, advertise or promote BCS products and services and improve our products and services.

As part of BCS's operational requirements we may;

- Collect and hold personal information relating to you such as your name, address, telephone number, email address and any other information provided. Additional information relating to employment and pre-employment screening may also be collected for example reference checks may be performed.

BCS will generally obtain personal information directly from you. BCS may also obtain information from third parties as required. You have no obligation to provide any information requested by us, however, if you choose to withhold requested information, we may not be able to provide you with products or services we offer.

Use, Storage and Security of Information

As part of BCS's operational requirements we may;

- Share information with other parties where it is necessary to enable us to provide our services and products.
- Share personal information with other parties (for example suppliers, service providers, agents and business partners) who provide services to BCS such as marketing support, IT support and services or debt collection.
- Collect and store information electronically or in hard copy.
- Disclose personal information in countries other than Australia, for example where a company engaging us for a project is located overseas. Overseas recipients will not be bound by the Privacy Act. By providing BCS with personal information you consent to us disclosing your personal information overseas. If you do not want BCS to disclose your personal information overseas, you may withdraw your consent by advising us in writing.

BCS will use all reasonable endeavours to ensure that you provide personal information in a secure environment and when the information is no longer needed it will be destroyed or permanently rendered anonymous.

Cookies

BCS may use "cookies" to personalise and simplify your access to and use of our website. Cookies are small pieces of information sent by a web server and stored by your browser on your computer's hard drive so it can later be read back from that browser. This allows your browser to remember some specific information and may enhance your user experience of the website.

Accessing and Changing Your Personal Information

BCS attempts to ensure that all personal information collected and stored in its database systems is correct and accurate. You may at any time request access to the information we have collected from you and obtain a more in-depth explanation about how the information is used by contacting the Privacy Officer at the address given below. We will endeavour to meet or advise of the outcome of a request within 28 business days of receipt.

If at any time you wish to change personal information that is incorrect or wish to have your personal information deleted, please contact us using the details below. Unless personal information is required for administrative or legal reasons, we will take all reasonable steps to meet such requests at the earliest possible opportunity.

Under the Privacy Act you have a right to access personal information we hold about you.

For most requests, your information will be provided free of charge. However, we may charge a reasonable fee if your request requires substantial effort on our part.

Complaints Resolution

If at any time you wish to lodge a complaint in respect of the handling, use or disclosure of your personal information by BCS, please provide the details of your complaint in writing.

We will endeavour to investigate and advise you of the outcome of a complaint within 28 days of receipt of such complaint.

Amendments to this Privacy Policy

BCS may amend or update this Privacy Policy from time to time at its discretion by posting a new or revised Privacy Policy online. Please check back periodically for updated terms for this Privacy Policy.

Information

Any questions, requests for information or concerns in regard to the use and management of your personal information detailed within this Privacy Policy may be obtained by contacting our Privacy Officer by sending an email to info@botoncs.com.au with the subject line "Attention: Privacy Officer".



Zhifang Bao

Chief Executive Officer

Approved: 6 April 2020

