

Privacy Policy



@thebinaryit



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Introduction

Grant Transformers is committed to protecting the privacy and confidentiality of the personal information of our clients, staff, and stakeholders. We manage personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

This Privacy Policy outlines how Grant collects, uses, stores, and discloses personal information, and explains how individuals can access and correct their information or make a complaint.

What Information We Collect

Grant may collect and hold personal information including, but not limited to:

- Employee and Job Applicant Information
- Customer and Client Information
- Supplier and Contractor Information
- Project & Service Records
- Health information (only relevant if related to workplace health/safety or insurance)

Only necessary information is collected for the delivery of our services, program administration, workforce management, or to meet legal and contractual obligations.

Collection of Personal Information

We collect personal information through various channels, such as:

- Direct interactions (e.g. intake forms, assessments, phone calls, emails, meetings) online forms or website interactions
- Referrals or third parties, where consent has been provided
- Employment and recruitment processes

Where reasonable and practical, we collect personal information directly from the individual concerned or their authorised representative.

Use and Disclosure of Personal Information

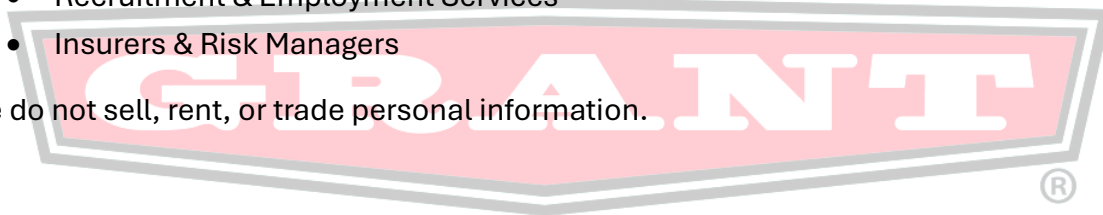
Grant uses personal information to:

- Providing Products and Services
- Business Administration & Operations
- Employment & HR Functions
- Communication & Marketing
- Compliance & Legal Obligations
- Website and IT Use

Personal information may be disclosed to third parties such as:

- Business Partners & Suppliers
- Professional Advisors
- IT & Cloud Service Providers
- Banks & Payment Services
- Government Agencies & Regulators
- Certification & Standards Bodies
- Recruitment & Employment Services
- Insurers & Risk Managers

We do not sell, rent, or trade personal information.



Data Storage and Security

Grant is committed to protecting personal information from misuse, loss, unauthorised access, modification, or disclosure. We implement a range of safeguards including:

- Secure electronic systems with user access controls
- Password-protected devices and data encryption
- Locked filing cabinets for physical records
- Staff training on privacy and confidentiality obligations
- Secure disposal or de-identification of personal information when no longer required

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

Grant will not charge any fee for your access request.

To protect your Personal Information, we may require identification from you before releasing the requested information.

Notifiable Data Breaches

In the event of a data breach that is likely to result in serious harm to any individual, Grant will respond in accordance with our *Notifiable Data Breach (NDB) Response Plan*. We will notify affected individuals and the Office of the Australian Information Commissioner (OAIC), as required by law.

Website and Online Interactions

When you visit Grant Transformers' website, we may collect non-identifiable information via cookies or analytics tools (e.g. IP address, browser type, pages visited). This information is used to enhance user experience and does not identify individuals unless voluntarily submitted via a form.

Privacy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy, please contact us at:

Email: marco@grant-transformers.com.au

Phone: 08 6146 2576

Website: www. grant-transformers.com.au