

Privacy Policy

Butler Engineering is committed to protecting the privacy of its associates and safeguarding the information we have collected. Our privacy policy is detailed in this policy document.

Butler Engineering is bound by the Commonwealth Privacy Act 1988 (including the National Privacy Principles) (“Privacy Act”), and as such, this policy has been drafted in accordance with the principles concerning the protection of your personal information.

By providing your personal information to Butler Engineering, either through our website, our staff or otherwise, you agree to the collection, use and disclosure of that information in accordance with this Privacy Policy. If you do not consent to certain uses of your personal information, we may not be able to provide you with a particular product or service. This policy is a public document and has been prepared in light of the National Privacy Principle 5: Openness.

1.0 Collection

1.1 Butler Engineering will only collect Personal Information where the information is necessary for Butler Engineering to perform one or more of its functions or activities. In this context, “collect” means gather, acquire, or obtain by any means, information in circumstances where the individual is identifiable or identified.

1.2 Butler Engineering collects Personal Information primarily to supply customers with the products and services ordered. Butler Engineering also collects and uses Personal Information for secondary purposes including (but not limited to):

- billing and account management.
- business planning and product development; and
- to provide individuals with information about promotions, product and services.

1.3 Butler Engineering will take reasonable steps to notify individuals (including, but not limited to, our customers) of the matters listed below at or before collecting any personal information. This includes if the information is collected from someone else.

- the purpose for which we are collecting the information.
- our identity and how individuals can contact us if this is not obvious.
- that individuals can access the personal information that Butler Engineering holds about them.
- that individuals should contact us if wish to access or correct personal information collected by us or have any concerns in relation to personal information; the organisations or types of organisations to whom we usually disclose the personal information including related bodies corporates and contractors; where applicable, any law that requires the personal information to be collected;

- the consequences (if any) for the individual if all or part of the personal information is not provided to Butler Engineering.

1.4 Where it is not practicable for Butler Engineering to notify individuals of all of the Collection Information before the collection of Personal Information, Butler Engineering will ensure that individuals are notified of the Collection Information as soon as possible after the collection.

1.5 Butler Engineering will collect personal information only by lawful and fair means and not in an unreasonably intrusive way. Where possible, Butler Engineering will collect Personal Information about that Individual from that Individual.

2.0 Use and Disclosure

2.1 Butler Engineering will not use or disclose personal information about an individual for a purpose (secondary purpose) other than the primary purpose of collection unless:

- the individual has consented to the use or disclosure; or
- the secondary purpose is related to the primary purpose of collection and, if the personal information is sensitive information, directly related to the primary purpose of collection and the individual would reasonably expect Butler Engineering to use or disclose the information for the secondary purpose.

2.2 Butler Engineering Uses Personal Information primarily for the purposes listed in 1.2 above.

2.3 If Butler Engineering conducts any Direct Marketing to individuals it will ensure that:

- the individual has not made a request to Butler Engineering not to receive direct marketing communications.
- the individual is clearly notified of their right to Opt Out from further Direct Marketing.
- there is only one Use of the information before the Opt Out right is given
- the individual is given an Opt Out in all further instances of Direct Marketing if they have not previously chosen to Opt Out; and
- if the individual Opts Out of all Direct Marketing the Opt Out will be respected by Butler Engineering.

2.4 Butler Engineering may also use Personal Information for reasons related to law enforcement or internal investigations into unlawful activities.

2.5 Butler Engineering may Disclose Personal Information to related or unrelated third parties if consent has been obtained from the individual. This will include obtaining the individual's consent for Disclosures made under the credit reporting requirements of the Privacy Act.

2.6 Butler Engineering may Disclose Personal Information to law enforcement agencies, government agencies, courts or external advisers where permitted or required by law.

2.7 If a Disclosure is not for a Primary Purpose; is not for a related Secondary Purpose; or upfront consent has not been obtained, Butler Engineering will not Disclose Personal Information otherwise than in accordance with the exceptions set out at 2.5 to 2.7 above.

2.8 Butler Engineering will not use Personal Information without taking reasonable steps to ensure that the information is accurate, complete, and up to date.

2.9 Butler Engineering will not sell or share its customer lists on a commercial basis with third parties.

3.0 Information quality

3.1 Butler Engineering will take reasonable steps to ensure that the information it collects, uses, and discloses is accurate, complete, and up to date.

4.0 Information security

4.1 Butler Engineering requires employees and contractors to perform their duties in a manner that is consistent with Butler Engineering' legal responsibilities in relation to privacy.

4.2 Butler Engineering will take all reasonable steps to ensure that paper and electronic records containing Personal Information are stored in facilities that are only accessible by employees of the company for the sole purpose of performing their job.

4.3 Butler Engineering will review, on a regular and ongoing basis, its information security practices to ascertain how ongoing responsibilities can be achieved and maintained.

4.4 Butler Engineering will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose.

5.0 Openness

5.1 Butler Engineering Privacy Officer will be the first point of contact for inquiries about privacy issues. Individuals wishing to make an inquiry or complaint regarding privacy should do so by contacting Butler Engineering' Privacy Officer.

5.2 Butler Engineering website will include a copy of this Privacy Policy.

5.3 This Privacy Policy is a publicly available document and is accessible by the general public.

5.4 On request by a person, Butler Engineering will take reasonable steps to let the person know, generally, the sort of personal information it holds, for what purpose, and how it collects, holds, uses, and discloses that information.

6.0 Access and correction

6.1 Butler Engineering will disclose recorded personal information by the individual or legal entity concerned in accordance with the Privacy Act.

6.2 Butler Engineering will correct its records containing Personal Information as soon as practically possible, at the request of the individual concerned in accordance with the Privacy Act.

6.3 Individuals wishing to lodge a request to access and/or correct their Personal Information should do so by contacting Butler Engineering' Privacy Officer.

6.4 Butler Engineering may charge a fee for processing an access request.

7.0 Anonymous transactions

7.1 Butler Engineering will not make it mandatory for visitors to its web sites to provide Personal Information.

8.0 Transferring personal information overseas

8.1 Butler Engineering will only send Personal Information to an unrelated organisation overseas where:

- the individuals have provided consent to the transfer; or
- the transfer is necessary for the performance of a contract between the individual and the organisation; or
- the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the individual between the organisation and a third party; or
- the transfer is for the benefit of the individual was impracticable to obtain the consent of the individual prior to that transfer and if it were practicable to obtain such consent, the individual would be likely to give the consent.

9.0 Definitions

"Collect" means gather, acquire or obtain by any means, information in circumstances where the individual is identifiable or identified.

"Collection Information" means the information outlined in 1.3 notified to individuals prior to, or as soon as practical after, the collection of their Personal Information.

"Direct Marketing" means the marketing of goods or services through means of communication including written, verbal or electronic means.

"Disclosure" generally means the release of information outside Butler Engineering.

“Individuals” includes any natural persons and legal entity as defined by the Corporations Act.

“Opt Out” means an individual’s expressed request not to receive further Direct Marketing.

“Personal Information” means information or an opinion (including information or an opinion forming part of a database), whether true or not and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.

“Primary Purpose” is the dominant or fundamental reason for information being collected in a particular transaction.

“Privacy Act” means the Commonwealth Privacy Act 1988 (including the National Privacy Principles).

“Privacy Policy” is taken to mean this privacy policy document.

“Reasonable Expectation” means a reasonable individual’s expectation that their personal information might be Used or Disclosed for the particular purpose.

“Use” means the handling of Personal Information within Butler Engineering.

Document Revisions

Revision No.	Rev Date	Initials	Summary of change
A	5/6/24	PB	Initial Issue
B			
C			
D			
E			