



Wellsite Permit to Work System – Privacy Policy

We are committed to protecting the privacy of Personal Information provided to us, or otherwise collected by us, offline or online, including through our **Website** - www.wellsite.org.au, the Wellsite Permit to Work System (the “**System**”) and the Wellsite Permit to Work Application (the “**App**”) (collectively the “**Platforms**”).

In this Privacy Policy, “**we**”, “**us**” or “**our**” means Wellsite Permit to Work Association Inc (ABN 72 800 943 236) (the “**Association**”), its subsidiaries, agents and service providers. This Privacy Policy outlines our ongoing obligations to you in respect of how we manage your Personal Information, and has to be read in conjunction with our Terms of Use (collectively the “**Terms**”).

Furthermore we respect your rights to privacy under the Privacy Act 1988 (Cth) and are committed to complying with the Act’s requirements for collecting and managing your personal information.

1. What is Personal Information and why do we collect it?

“**Personal Information**” is information or an opinion about an identified individual or an individual who is reasonably identifiable. The types of Personal Information we may collect about you include:

- your name;
- your contact details, including email address, postal address, street address and telephone number;
- your age and/or date of birth;
- information you provide to us through customer or member surveys;
- details of products and services we have provided to you and/or that you have enquired about, and our response to you;
- information about your access and use of the App, including the version of the App and the type of device on which you are using the App;
- the type, amount and time of creation of permits through the App;
- your browser session and geo-location data, device and network information, statistics on page views and sessions, acquisition sources, search queries and/or browsing behaviour;
- information about your access and use of our Platforms, including through the use of internet cookies, your communications with our Platforms, the type of browser you are using, the type of operating system you are using and the domain name of your Internet service provider;
- additional personal information that you provide to us, directly or indirectly, through your use of our Platforms, associated social media platforms and/or accounts from which you permit us to collect information; and
- any other personal information requested by us and/or provided by you or a third party.

This Personal Information is obtained in many ways including directly from you, via our Platforms and from third parties, including (without limitation) Members of the Association and other Users.

2. Collection and use of Personal Information

We may collect, hold, use and disclose your Personal Information for the primary purposes of delivering, operating and administering a fit-for-purpose permit to work system, and providing work permit and System-related information to our Members (**Primary Purpose**). We may also use your Personal Information for secondary purposes closely related to the Primary Purpose, in circumstances where you would reasonably expect such use or disclosure.

In particular, we may collect, hold, use and disclose your Personal Information for the following purposes:

- to enable you to access and use our System or App and associated social media platforms;
- to contact and communicate with you;
- for internal record-keeping and administrative purposes;
- for analytics, market research and business development, including to operate and improve our Platforms and associated social media platforms; and
- to comply with our legal obligations and resolve any disputes that may arise.

From time to time we may use personal information that we have collected from you to run competitions and offer additional benefits to you, and for advertising and marketing, including to send you promotional information about our products and services and the Association. You may choose to opt-out of receiving such material by contacting us using the contact details set out below.

3. Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties, e.g. by our Members or other Users. In such cases we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

4. Disclosure of Personal Information

Your Personal Information may be disclosed to:

- third party service providers for the purpose of enabling them to provide their services, including (without limitation) IT service providers, data storage, webhosting and server providers, debt collectors, maintenance or problem-solving providers, professional advisors and payment systems operators;
- our Members, employees, contractors and/or related entities;
- anyone to whom our business or assets (or any part of them) are, transferred;
- courts, tribunals, regulatory authorities and law enforcement officers, as required by law, in connection with any actual or prospective legal proceedings, or in order to establish, exercise or defend our legal rights;
- third parties, including agents or sub-contractors, who assist us in providing information, products or services to you. This may include parties who are located and/or store data, outside of Australia; and

- third parties to collect and process data, such as Google Analytics or other relevant businesses. This may include parties that store data outside of Australia.

Where we disclose your Personal Information to third parties, we will request that the third party handle your Personal Information in accordance with this Privacy Policy and the applicable laws.

5. Cookies

We or a third party engaged by us may use cookies on our Platforms from time to time. Cookies are text files placed in your computer's browser to store your preferences. We use cookies for a number of purposes including to enable certain functions of our Platforms, to provide analytics, to store your preferences and to enable advertisements delivery. You may disable cookies at any time via your web browser security settings.

6. Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure your Personal Information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.

When your Personal Information is no longer needed for the purposes for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

7. Access to your Personal Information

You may at any time request to access the Personal Information we hold about you and seek to update or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing and we will respond within a reasonable period.

We will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require you to verify your identity before we release the requested information.

8. Maintaining the Quality of your Personal Information

It is important to us that your Personal Information is up-to-date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up-to-date or is incomplete or inaccurate, please advise us as soon as practicable so we can update our records (at no charge) and ensure we can continue to provide quality services to you.

9. Policy Updates

We may update this Privacy Policy from time to time. The latest version of our Privacy Policy will be available on our website (www.wellsite.org.au).

10. Privacy Policy Complaints and Enquiries

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

Wellsite Permit to Work Association Inc
PO Box 456
Unley, SA 5061
AUSTRALIA
Email: admin@wellsite.org.au
Phone: 1800 078 939

We will respond to all correspondence and provide you with a response within 30 days.

Last updated: 02/09/2021