

T One Two Three Pty Ltd trading as 2Site Construction Supplies (2Site) values and respects the privacy of the people we deal with. 2Site is committed to protecting your privacy and complying with the Privacy Act 1988 (Cth) (Privacy Act) and other applicable privacy laws and regulations.

This Privacy Policy (Policy) describes how we collect, hold, use and disclose your personal information, and how we maintain the quality and security of your personal information.

What is personal information?

“Personal Information” means any information or opinion, whether true or not, and whether recorded in a material form or not, about an identified individual or an individual who is reasonably identifiable. In general terms, this includes information or an opinion that personally identifies you either directly (e.g. your name) or indirectly.

What personal information do we collect?

The personal information we collect about you depends on the nature of your dealings with us or what you choose to share with us. The personal information we collect about you may include:

- Name.
- Mailing or Street Address.
- Electronic contact details including Email address or social media accounts.
- Phone Number.
- Credit Card details.
- Credit references if applicable.
- Publicly available information which relate to the consumers activities in Australia.
- Any information recorded in the National Personal Insolvency Index.
- Providing the correct Privacy Act disclosures have been made that 2Site may conduct a credit report on the customer or guarantor of the customer for the purposes of evaluating the credit worthiness of the customer.
- Driver’s license details.
- Next of kin details.

This information collected will be done so in the course of business where the consumer is a customer of 2Site/person applying to be a customer of 2Site or when the consumer acts as a guarantor for another person or company that is a customer of 2Site/or applying to be a customer of 2Site. Under certain circumstances, 2Site may need to collect sensitive information about you in the form of retaining your credit card details for payment of purchases. If we collect your sensitive information, we will do so only with your consent, and we will take appropriate measures to protect the security of this information.

You do not have to provide us with your personal information. However, if you choose not to provide us with your personal information, we may not be able to provide you with our services or otherwise interact with you.

How do we collect your personal information?

We collect your personal information directly from you when you:

- Interact with us over the phone.
- Interact with us in personal.
- Interact with us online.
- Participate in surveys or questionnaires.
- Attend a 2Site event.



- Subscribe to our mailing list.
- Apply for a position with us as an employee.
- Apply for a credit account with us.

How do we use your personal information?

We use personal information for many purposes in connection with our functions and activities, including the following purposes:

- Administrative purposes
- Check trade references listed on our Credit Account Application or as advised by you to access your application for a credit account.
- Access a credit reporter's database for the following purposes:
 - a) To assess your application for a credit account; or
 - b) To assess your ongoing credit facility; or
 - c) To notify a credit reporter of a default by you; or
 - d) To update your details listed on a credit reporter's database.
- Forward information to a third-party for the purposes of debt collection.
- Market 2Site's products and services.
- Any other day to day business purposes such as complying with ATO requirements, managing accounting returns or legal matters.

2Site will only collect and hold information for its particular purpose. 2Site will not disclose this information for any other purpose unless this has been agreed to by both parties.

Disclosure of personal information to third parties

We may disclose your personal information to third parties in accordance with this Policy in circumstances where you would reasonably expect us to disclose your information. For example, we may disclose your personal information to:

- Our Marketing providers.
- Our Professional services advisors.
- Government departments regarding credit security, or any other day to day business purposes.
- Credit reporters regarding credit defaults.
- Debt Collectors regarding credit defaults.

Transfer of personal information overseas

Some third-party service providers we disclose personal information to may be based in or have servers located outside Australia.

Where we disclose your personal information to third parties overseas, we will take reasonable steps to ensure that data security and appropriate privacy practices are maintained. We will only disclose to overseas third parties if:

- You have given us your consent to disclose personal information to that third party or
- We reasonably believe that the overseas recipient is subject to a law or binding scheme that is, overall, substantially similar to the APPs and
- The law or binding scheme can be enforced, or the disclosure is required or authorised by an Australian law or court/tribunal order.

How do we protect your personal information?

2Site will take reasonable steps to ensure that the personal information that we hold about you is kept confidential and secure, including by:

- Having a robust physical security of our premises and databases/records.
- Taking measures to restrict access to only personnel who need that personal information to effectively provide services to you.
- Have technological measures in place (for example anti-virus software and firewalls).

Online Activity

2Site uses cookies. A cookie is a small file of letters and numbers the website puts on your device if you allow it. These cookies recognise when your device has visited our website before, so we can distinguish you from other users of the website. This improves your experience and the 2Site website.

We do not use cookies to identify you, just to improve your experience on our website. If you do not wish to use cookies, you can amend the settings on your internet browser so it will not automatically download cookies. However, if you remove or block cookies on your computer, please be aware that your browsing experience and our website functionality may be affected.

Our website uses SNAP Website Centre analytics services to help better understand visitor traffic, so we can improve our services. Although this data is mostly anonymous, it is possible that under certain circumstances, we may connect it to you.

We may send you direct marketing communications and information about our products, services, opportunities, or events that we consider may be of interest to you if you requested or consented to receive such communications. These communications may be sent in various forms, including mail, SMS, email or via your socials, in accordance with applicable marking laws, such as the Australian Spam Act 2003 (Cth). You consent to us sending you those direct marketing communications by any of those methods. If you indicate a preference for a method of communication, we will endeavour to use that method whenever practical to do so.

You may opt-out of receiving marketing communications from us at any time by replying "unsubscribe" or following the "unsubscribe" instructions set out in the relevant communication.

In addition, we may also use your personal information or disclose your personal information to third parties for the purpose of advertising, including online behavioural advertising, website personalisation, and to provide targeted or retargeted advertising content to you (including through third party websites).

Retention of personal information

We will not keep your personal information for longer than we need to. In most cases, this means that we will only retain your personal information for the duration of your relationship with us unless we are required to retain your personal information to comply with applicable laws, for example record keeping obligations.

How to access and correct your personal information

2Site will endeavour to keep your personal information accurate, complete and up to date.

If you wish to make a request to access and or correct the personal information we hold about you, you should make a request by contacting us and we will usually respond within 2 working days. We will deal with such a request by following the procedure outlined below;

The request will be forwarded to the Privacy Officer, Yvette Wyburd, yvette@2site.net.au and the Privacy Officer will contact you to carry out your request in full.

Links to third party sites

2Site website may contain links to websites operated by third parties. If you access a third-party website through our website, personal information may be collected by that third party website. We make no representations or warranties in relation to the privacy practices or any third-party provider or website and we are not responsible for the privacy policies or the content of any third-party provider or website. Third party providers/websites are responsible for informing you about their own privacy practices and we encourage you to read their privacy policies.

Inquiries and Complaints

For complaints about how 2Site handles, processes or manages your personal information, please contact our Privacy Officer, Yvette Wyburd, yvette@2site.net.au. Note we may require proof of your identity and full details of your request before we can process your complaint.

Please allow up to 5 working days for our Privacy Officer to respond to your complaint. It will not always be possible to resolve a complaint to everyone's satisfaction. If you are not satisfied with 2Site's response to a complaint, you have the right to contact the Office of Australian Information Commissioner, www.oaic.gov.au to lodge a complaint.

How to contact us

If you have a question or concern in relation to our handling of your personal information or this Policy, you can contact us for assistance as follows:

2Site Construction Supplies
Yvette Wyburd
Privacy Officer
PO Box 7131
Secret Harbour WA 6173
yvette@2site.net.au
08 9414 1236