

POLICY FOR

PRIVACY OF INFORMATION

Our Commitment

Daracon Group (we) are committed to providing quality services to our interested parties and this policy outlines our ongoing obligations to them in respect of how we manage their Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the current Privacy Act (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner.

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect includes names, addresses, email addresses, phone, and fax numbers.

Personal Information may be obtained in many ways including interviews, correspondence, by telephone, web forms, surveys, email, via our websites (www.daracon.com.au, www.arenco.com.au, www.daracrete.com.au, www.bfgdaracon.com.au), from media and publications, from other publicly available sources, and/or from third parties.

We don't guarantee website links or policy of authorised third parties.

We collect Personal Information for the primary purpose of providing our services to our interested parties. We may also use Personal Information for secondary purposes that are closely related to the primary purpose. This is done only in circumstances where such use or disclosure would be reasonably expected.

When we collect Personal Information, we will, where appropriate and where reasonably practicable and possible, explain to the interested party why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With the interested party's consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect Personal Information only from the interested party directly. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that the interested party is made aware of the information provided to us by the third party.

Disclosure of Personal Information

Daracon Group can disclose personal information in a number of circumstances including the following:

- Third parties for the specific purpose of our business undertakings or
- Third parties where we have received consent to the use or disclosure and
- Where required or authorised by law.

Security of Personal Information

Personal Information is stored in a way that reasonably protects it from misuse and loss and from unauthorised access, modification, or disclosure.

When Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify the Personal Information.

Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Access to Personal Information

An interested party may access the Personal Information we hold about them and to update and/or correct it, subject to certain exceptions. If an interested party wishes to access their Personal Information, please contact us in writing.

Daracon Group will not charge any fee for an access request but may charge an administrative fee for providing a copy of Personal Information.

In order to protect Personal Information, we may require identification from an interested party before releasing the requested information.

Maintaining the Quality of Personal Information

It is important to Daracon that Personal Information is up to date. We will take reasonable steps to make sure that Personal Information is accurate, complete and current. If an interested party finds that the information we have is not up to date or is inaccurate, they should advise us as soon as practicable so we can update our records.

Policy Updates

This Policy will be reviewed and updated periodically and is available on our website.

Privacy Policy Complaints and Enquiries

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

Daracon Group

20 Kullara Close, Beresfield NSW, Australia, 2322

privacy@daracon.com.au

(02) 4974 9200



David Mingay
Executive Director
February 2025



Jon Mingay
Managing Director
February 2025

Next Review Date: June 2026