

Privacy Policy

This document outlines how BCI Asia Philippines, Inc (**BCI Asia Philippines**) handles your personal information. This document may be amended from time-to-time.

1) Information we collect

What kind of information do we collect?

BCI Asia Philippines may collect personal information about its customers, employees and other individuals connected to us, including the name and contact details of individuals employed by organisations which are included on our databases.

The kinds of information we collect may vary depending on our interaction with you and may include:

- if you are a customer of BCI Asia Philippines, we may collect your name, address, telephone number, email address, billing details, and information you voluntarily provide to us through your feedback and enquiries;
- if you are applying for a position with BCI Asia Philippines, we may collect your CV and pre-employment history, contact and emergency details, and other details pertaining to your application. We note that this Privacy Policy will apply to personal information about employees of the BCI group of companies, other than those who are employed by BCI Asia Philippines; and
- where a construction project has been included on our database, we collect information connected with these projects such as relevant councils, planners, developers, builders and architects. We also collect the names and contact details of individuals who are concerned with the projects in their capacity as officers or employees of these organisations.

How do we collect your information?

We collect information in a number of ways:

- if you are a customer of BCI Asia Philippines, we will collect personal information through your communications and interactions with us, including where you contact us in person, by email, telephone, or participate in any of our industry events, training, or promotional campaigns;
- if you are applying for a position with BCI Asia Philippines, we will collect personal information through your communications with us and in some circumstances from third parties, such as nominated referees;
- if a project in which you are involved has been included on our database, we will usually collect that information from publically available sources, such as company websites, newspapers, government publications (such as online tender information), documents submitted to government authorities, online directories, official licensing and registration databases and others, although it may be supplemented by direct inquiries. BCI Asia Philippines does not seek permission to collect this information.

We utilise 'cookies' which enable us to monitor traffic patterns on the BCI Asia Philippines website and to serve you more efficiently if you revisit it. A cookie does not identify you personally but it does identify your computer. You can set your browser to notify you when you receive a cookie and this will provide you with an opportunity to either accept or reject it in each instance.

2) What do we use your information for?

The main purpose for collecting your personal information is to enable BCI Asia Philippines to conduct its business and provide its products and services. We may use and disclose your personal information for this purpose, including:

- if you are a customer of BCI Asia Philippines, in order to communicate with you, inform you about products, services and events which we think you may be interested in, and deal with enquiries, complaints and requests about our products or services;
- if you are applying for a position with BCI Asia Philippines, in order to communicate with you, process your application, and undertake recruitment and staffing functions;
- if a project in which you are involved has been included on our database, in order to provide project leads and construction industry intelligence to our customers through their purchase of our products and services, and to manage and improve our products and services; and
- to meet our legal obligations.

If you no longer wish for your details to be retained by us or do not wish to receive information about products, services and events we think you may be interested in, you can opt-out by contacting us on the details below.

3) Who do we disclose your information to?

BCI Asia Philippines may disclose your personal information for the purposes listed above to third parties which include the following:

- if you are a customer of BCI Asia Philippines, our related entities and other BCI group companies located in New Zealand, Thailand, Malaysia, Australia, Vietnam, Hong Kong, Singapore and Indonesia, and to other companies or individuals who assist us in supplying our products and services or who perform functions on our behalf, such as credit card processors, external IT support and technology hosting providers;
- if you are applying for a position with BCI Asia Philippines, other persons that we need to deal with in connection with employment and engagement of staff (such as insurers, next-of-kin, referees), to our related entities and other BCI group companies located in the countries noted above, and to other companies or individuals who assist us in supplying our products and services or who perform functions on our behalf, such as payroll operators and technology hosting providers;
- if a project in which you are involved has been included on our database, to customers of BCI Asia Philippines who purchase our products and services, to our related entities and other BCI group companies located in the countries noted above, and to other companies or individuals who assist us in supplying our products and services or who perform functions on our behalf, such as technology hosting providers;
- to anyone else whom you authorise us to disclose it; and
- where required or authorised by law to do so;

4) Keeping your information secure

BCI Asia Philippines may securely store your personal information in different ways, including in hard copy and electronic form. Generally, personal information is maintained on a secure database and in hard copy files located in Australia.

BCI Asia Philippines takes such steps as are reasonable in the circumstances to protect your information from risks such as misuse, interference and loss, and from unauthorised access, modification or disclosure. These steps include:

- training and reminding our staff of their obligations with regard to your personal information;
- using software which encrypts information (where a lock symbol appears on the browser window);
- utilising passwords, firewalls and virus scanning tools, and protection in buildings where personal information is stored, to prevent against unauthorised access to our systems; and
- restricting staff and volunteers that have access to the databases that store user information and to personal files.

Where we no longer require your personal information, BCI Asia Philippines will take reasonable steps to destroy or de-identify it.

5) Accessing and correcting your information

BCI Asia Philippines seeks to ensure that all personal information collected and stored in its files and database systems is correct and accurate.

Individuals may at any time request access to, or correction of, the personal information BCI Asia Philippines holds by contacting us on the details set out below. BCI Asia Philippines will endeavour to meet or advise of the outcome of such a request within 30 days of receipt of that request.

6) Enquiries and complaints

For any privacy enquiries, issues or concerns, including making a complaint that BCI Asia Philippines has breached the Australian Privacy Principles, please contact us via the details set out below:

Mail: 3F 111 Paseo De Roxas Building,
Paseo De Roxas cor. Legaspi St.,
Makati City 1200
Philippines 1200

Phone: +63 2 7201224

Fax: +63 2 7531338

Email: privacy.philippines@bciasia.com

We may request that you make any complaint in writing. BCI Asia Philippines will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

Dated: November 2018