

BOSKALIS AUSTRALIA PTY LTD

Privacy Policy

Boskalis Australia Pty Ltd (ABN: 83 099 738 333) (**we, our or us**) collects, holds, uses and discloses personal information in accordance with this Privacy Policy.

Why do we collect personal information?

We collect personal information from our clients and individuals working at or with our clients ("**Client**") in order to provide our services and fulfil contractual obligations and associated terms and conditions.

We also collect personal information about our contractors and service providers as well as from job applicants in order for us to operate our business, satisfy contractual obligations terms and conditions and satisfy internal and external regulatory and legislative compliance.

What personal information do we collect?

If you are a Client, we will collect personal information including your name, contact details, title and any other personal information necessary in order for us to provide you with our services.

If you are a contractor, service provider or job applicant, we may collect personal information such as your name, contact details and other information we require to do business with you including, but not limited to, professional qualifications, registrations, banking information etc.

How do we collect personal information?

If you are a Client, we will ordinarily collect your personal information directly from you or from your employer. However, in some circumstances, we may we may conduct searches of publically available information and/or conduct background checks. Where necessary we may also engage third parties to conduct relevant searches or verification.

If you are a contractor, service provider, supplier or job applicant we will ordinarily collect personal information directly from you. However, in some circumstances, we may conduct searches of publically available information and/or conduct background checks (we will advise you if this is required).

How do we use and disclose personal information?

We only use personal information that is reasonably necessary for one or more of our functions or activities, including:

- Providing you with one or more of our services;
- Fulfilling contractual obligations / terms and conditions;
- Providing evidence of legislative and/or regulatory compliance.

If you are a Client, we may disclose your personal information to our corporate head office or associated entities of Royal Boskalis Westminster or Boskalis Australia Pty Ltd, other contractors, service providers, suppliers involved in offering you our services and/or relevant government bodies and regulatory or auditing officials.

If you are a contractor, service provider, supplier or job applicant we may disclose your personal information where this is a requirement to give effect to an element of our business relationship with you including for reference and background checks. We may also disclose your personal information to our corporate head office or associated entities of Royal Boskalis Westminster or Boskalis Australia Pty Ltd,

We will not otherwise disclose your personal information (whether you are a Client or otherwise) to third parties unless we are permitted or required to do so by law.

How can you access or seek correction of the personal information we hold about you?

If you wish to know what personal information we hold about you or would like to request a correction to the personal information that we hold about you, please contact us via the contact details set out below.

In order for us to respond to your request, you will need to provide us with your full name, proof of identification and a description of the information you wish to access and/or specify the manner in which the information we hold is inaccurate, out of date, irrelevant, incomplete or misleading and how it should be amended.

Storage and security of your personal information

The security of your personal information is important to us and we take reasonable steps to protect the personal information we hold about you from misuse, loss, unauthorised access, modification or disclosure.

Our website may contain links to other websites. We do not share your personal information with those websites and we are not responsible for their privacy practices. Please check their privacy policies.

How will we deal with any complaints in relation to how we handle your personal information?

Please contact us (via the contact details set out below) if you are not happy with how we have handled your personal information and you are concerned that we have breached an obligation under the Australian Privacy Principles or this Privacy Policy.

We will consider your complaint and determine whether it requires further investigation. We will notify you of the outcome of this determination and/or any subsequent internal investigation.

If you are not satisfied with our response, you may wish to contact the Office of the Australian Information Commissioner via www.oaic.gov.au.

Contact details

You can contact us about this Privacy Policy, to make a complaint, or to access/correct details about your personal information by emailing australia@boskalis.com.

Changes to our Privacy Policy and information handling practices

This Privacy Policy is subject to change at any time. Please check the Privacy Policy on our website regularly for any changes. By continuing to use our services you will be deemed to have accepted any changes to our Privacy Policy.