

## Privacy Policy

### Civil & Surveying Institute Privacy Policy Statement

This Privacy Policy was last modified on 14th day of February 2022

Civil and Surveying Institute Pty Ltd ("us", "we", or "our") operates <https://institute.civilandsurveying.com> which includes many subdomains (the "Site"). This page informs you of our policies regarding the collection, use and disclosure of Personal Information we receive from users of the Site. We use your Personal Information only for providing and improving the Site. By using the Site, you agree to the collection and use of information in accordance with this policy. We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information. A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at [www.oaic.gov.au](http://www.oaic.gov.au).

#### 1. Information Collection and Use

While using our Site, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to your name, email address, phone number, company name, job title or location ("Personal Information").

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. 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. You may unsubscribe from our mailing/marketing lists at any time by using the following link or by contacting us in writing. When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

#### 2. 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. 12d Synergy does not collect any of this information. If sensitive information were to be received, it will only be used by us:statistics.

- For the primary purpose for which it was obtained.
- For a secondary purpose that is related to the primary purpose; and
- With your consent; or where required or authorised by law

### **3. Log Data**

Like many site operators, we collect information that your browser sends whenever you visit our Site ("Log Data"). This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the pages of our Site that you visit, the time and date of your visit, the time spent on those pages and other statistics.

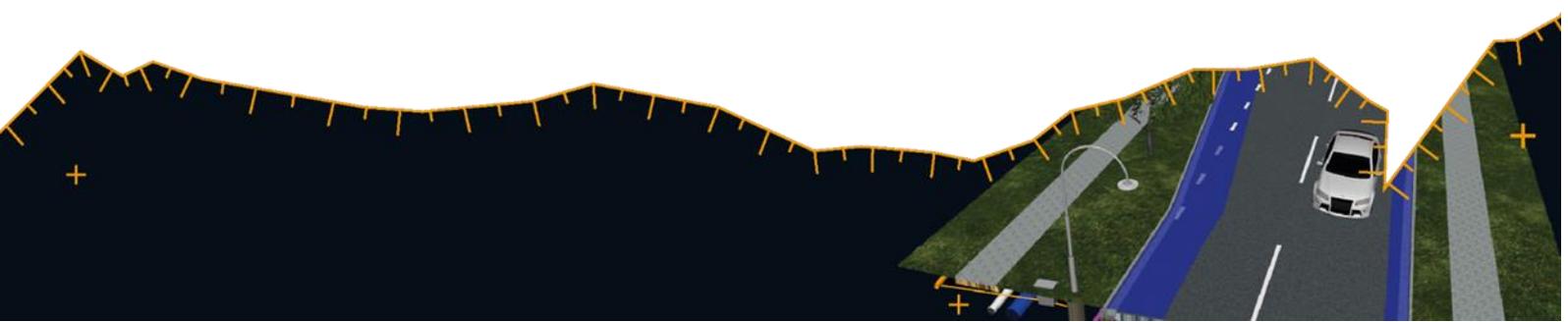
### **4. Third Parties**

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. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

### **5. Tracking & Analytics**

Our website uses third party tracking, such as Facebook, Google and LinkedIn, which allows user behaviours to be tracked after they have been redirected to the provider's website from an ad displayed by the third party service. This enables us to measure the effectiveness and relevancy of our advertising for statistical and market research purposes. The data collected in this way is anonymous to us and we do not see the personal data of individual users. This data may be stored and processed by the third party provider, and a cookie may be stored on your computer for these purposes.

Our website uses Google Analytics: a website analytics tool that provides traffic reports, funnels, form analytics, feedback campaigns, and similar features/functionality.



## 6. Disclosure of Personal Information

Your Personal Information may be disclosed in a few circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

## 7. Cookies

Cookies are files with a small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive. Like many sites, we use "cookies" to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Site.

## 8. Security

The security of your Personal Information is important to us but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security. When your 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 your Personal Information.

## 9. Changes to This Privacy Policy

Civil & Surveying Institute Pty Ltd may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on the Site. You are advised to review this Privacy Policy periodically for any changes.

## 10. Contact Us

If you have any questions or complaints about this Privacy Policy, please contact us at: [institute@civillandsurveying.com](mailto:institute@civillandsurveying.com)