

Privacy Policy

MyConstruct Pty Ltd (ABN: 56 624 020 702).

Definitions used in this policy

Personal information

'Personal information' is any information or opinion (including information or an opinion forming part of a database) whether true or not, and whether or not recorded in material form, about an individual whose identity is apparent, or can reasonably be ascertained from, the information or opinion.

Personal information can include business information where it identifies an individual. Employee records, although they contain personal information, are covered by certain exclusions under the *Privacy Act 1988* (Cwlth) and are treated differently to other personal information.

1. Your rights

MyConstruct Pty Ltd seeks to comply at all times with the provisions of the [Privacy Act 1988](#) (the Act) and other laws regulating the collection, storage, quality, use and disclosure of personal and sensitive information, ensuring that you are given certain rights in respect of this information.

MyConstruct has adopted the Australian Privacy Principles (APP) published by the [Office of the Australian Information Commissioner](#) – a copy of which is available on request – and operates in accordance with those principles.

1.1 Individual Rights

The right to be informed: We inform our users about the use that will be made of their data.

The right of access: Our users can access all their data from their dashboard (where using our software products).

The right of rectification: Our users can update their information anytime they need through their profile page or by [contacting MyConstruct via the website](#).

The right of erasure: Our users can delete their account themselves from the interface (if they are not on a paid plan), or send us a request to delete their account and all the information related to it via our live chat or by [contacting MyConstruct via the website](#).

The right to restrict processing: We have processes in place to ensure that we respond to a request for restriction without undue delay and within one week of receipt. We have appropriate methods in place to indicate and restrict the processing of personal data on our systems.

The right to data portability: Our users may contact us anytime if they wish to get an export of their data. We have processes in place to ensure that we respond to a request for data portability without undue delay and within one week of receipt.

The right to object: Our users and their end-users may contact us anytime regarding this matter and will take care of any legitimate request.

The right not to be subject to automated decision-making including profiling: We only collect the minimum amount of data needed and we don't do "profiling".

2. Collection of personal information

MyConstruct chiefly obtains personal information – including sensitive information – from you as a purchaser or user of MyConstruct products, services and websites. Should you not provide, or provide inaccurate information, your products and services application may be unable to be processed.

In addition, MyConstruct routinely receives or obtains personal information about third parties (which can include you) from members of the public and from public records.

Personally identifiable information is including, but not limited to.

- Name
- Email address
- Physical address
- Telephone number
- Company Name
- IP address
- Cookies and data about usage of online services
- Blog comment, support queries and testimonials

The information that we collect will only be used to contact or identify you and you retain the individual rights to personal data management as listed in this policy.

3. Purposes

All such information will, or may, be used for any or all of the following purposes:

- Administration and marketing of individual users to actual or potential clients
- Dissemination to you of MyConstruct releases and other information relevant to users and/or to the public
- Training records, administration and marketing
- Disclosure of personal information by MyConstruct to third parties, including to facilitate marketing approaches by or on behalf of MyConstruct or on behalf of businesses listed on our website
- General administrative and marketing purposes of MyConstruct
- Analysis and reports
- Marketing of MyConstruct and of sponsors' products and services to you
- Upon cancellation of product use
- Compliance with the Industrial Relations Act 1999
- Consideration of applications for employment.

4. Correction of personal information

MyConstruct endeavours to take all steps reasonable to confirm the accuracy and completeness of personal information which it holds, at the time this information is collected, used or disclosed.

MyConstruct' users can access and update their personal information online

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at myconstruct.com with the secure login and password provided with your subscription. As a customer you may also advise MyConstruct directly of a change or correction to

your personal information. MyConstruct will update its records to reflect the correct personal information.

5. Your consent

In supplying personal information, you agree to any or all of the above uses of your personal information that you supply to MyConstruct. You also agree to similar use of other personal information that we may obtain about you from other sources mentioned above.

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Subject to the Act, if MyConstruct acquires any of your personal information in other ways, or if MyConstruct uses your personal information for purposes other than those listed above (or purposes reasonably related to, or to be reasonably implied from those), MyConstruct will notify you and seek your consent.

Whenever reasonably practicable, MyConstruct will seek such consent in advance of, but in any case, as soon as practicable after, such event. At such times, MyConstruct will take reasonable steps to inform you of:

- The purpose/s for which the information is collected
- Any law (where applicable) that requires us to collect that information
- The main consequences if you refuse or fail to supply any item or items of information, or to authorise its collection or its use.

6. Records containing personal information

The Act allows individuals to access and (if appropriate) to correct or to update the records held containing personal information relating to themselves.

Subject to the provisions of the Act, on request MyConstruct will arrange access for you to inspect your personal information held by MyConstruct. If, following such inspection, you wish to update or correct any item or items of your personal information, arrangements will be made for you to apply for such update or correction.

7. Disclosure

MyConstruct will not disclose your personal information to third parties unless you consent or have already consented to such disclosure where such disclosure is permitted, or required, under the Act or other legislation.

MyConstruct will not disclose your personal information to overseas recipients.

8. Information storage and security

Personal information is stored electronically.

9. Children's Privacy

Our Services do not address anyone under the age of 13. We do not knowingly collect personal identifiable information from children under 13. In the case we discover that a child under 13 has provided us with personal information, we immediately delete this from our servers. If you are a parent or guardian and you are aware that your child has provided us with personal information, please contact us so that we will be able to do necessary actions.

10. GDPR Compliance

GDPR (General Data Protection Regulation); the European Union's data protection law came into effect on 25 May 2018. This new legislation covers personal data collection and the privacy of EU residents. These new regulations also address doing business with EU residents or businesses – or in the event of collecting email addresses from visitors to our website from the EU. In the event of reselling international products, the GDPR also influences who will and will not be supplied to.

In addition to the personally identifiable information (personal data) listed above for consumers, the GDPR also recognises (without limitation);

- Tax file numbers
- Date of birth
- GPS location data and RFID tags
- Credit card and bank account details
- Social media handles
- Photos and videos
- Medical records, genetic and biometric data
- Sexual orientation, race or ethnicity and political stance
- Employee details and resumes of job applicants

MyConstruct Pty Ltd does not store any Credit Card or bank account details of our customers or staff. All payment management is processed via protected and encrypted PCI compliant 3rd parties [Xero](#) and [Stripe](#).

11. Service Providers

We may employ third-party companies and individuals due to the following reasons:

- To facilitate our Service;
- To provide the Service on our behalf;
- To perform Service-related services; or
- To assist us in analysing how our Service is used.

We want to inform our Service users that these third parties have access to your Personal Information. The reason is to perform the tasks assigned to them on our behalf. However, they are obligated not to disclose or use the information for any other purpose. We have reviewed

the GDPR compliance of our 3rd parties and will only continue services where compliance is active.

12. Links to Other Sites

Our Service may contain links to other sites. If you click on a third-party link, you will be directed to that site. Note that these external sites are not operated by us. Therefore, we strongly advise you to review the Privacy Policy of these websites. We have no control over, and assume no responsibility for the content, privacy policies, or practices of any third-party sites or services.

13. Data breaches

We take our users personal data, business information and our system security very seriously. These are a few implemented procedures and methods that we take:

- We use 2-Factor-Authentication on our sensitive accounts
- Access to our server systems is allowed only from specific IP addresses
- Daily backups
- Security tests to monitor the system

A personal data breach refers to a breach of security that can lead to accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored or otherwise processed. Our duty is to keep our users information safe, and report certain types personal data breach to the relevant supervisory authority within 72 hours and inform affected individuals without undue delay.

14. Risks of using the Internet

Transmitting information via the Internet carries a security risk, which MyConstruct cannot and will not attempt to control. Before using the Internet for communication, please assess the attendant risks, and proceed only if you are prepared to accept those risks.

15. Opting out

Direct Marketing

If you do not wish to receive direct marketing communications from MyConstruct, which may include information about services, products and events, you can opt out at any time by writing to The Privacy Officer, MyConstruct, Suite 401, 55 Plaza Parade, Maroochydore Queensland 4551 or [emailing your request](#).

Disclosure to third Parties

If you do not wish to allow MyConstruct to supply your personal information to third parties (sponsors and business partners of MyConstruct), you can opt out at any time by writing to The Privacy Officer, MyConstruct, Suite 401, 55 Plaza Parade, Maroochydore Queensland 4551 or [emailing your request](#).

16. Accountability, feedback and complaints

We welcome any feedback you may care to provide concerning our privacy policies or practices.

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If you wish to provide any feedback, are unhappy with the way in which MyConstruct manages your personal information or wish to report a breach we encourage you to contact our Privacy Officer by [email](#).

MyConstruct is committed to dealing with complaints and grievances in a timely and effective manner. Our complaints process is fair and transparent, enabling issues to be addressed effectively and efficiently.

All complaints and grievances, including actions taken and their outcomes, are recorded in the MyConstruct complaints register.

Each complaint instigates a revision of the current process and, where necessary, changes to procedures are made.

You can obtain more information about your rights and about remedies of any breaches from the [Office of the Australian Information Commissioner](#) on 1300 363 992 or by visiting the [Australian Government website](#).