

POL002: Privacy Policy

Our commitment to your privacy

This policy document outlines Goliath Building and Constructions Pty Ltd (GBC) also trading as Goliath Pool Safety Inspections policy on handling the personal information that GBC collect from our customers, including potential customers. We respect the confidentiality of your information and take your privacy seriously, abiding by the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). When we request your personal information, we will normally explain why we need it, how it will be used and who we may share it with.

Why does GBC need your personal information?

We may collect your personal information to enable us to provide our various services. Personal information collected from our clients will be used only to provide the required building & construction services to you. We may also use and disclose your information for the purposes related to building & construction, such as arranging for services to be provided by third parties including Sub-Contractors.

What happens if I do not provide information that has been requested?

It's your choice whether to provide your information. However, if you don't, we may be unable to fulfill your request for a specific product or service.

What types of personal information does GBC collect and how?

We may ask for a range of personal information to assist in providing you with relevant services. The information we may request to collect includes; name, address, email address, contact phone/s. This information is collected from you directly by in person, phone, email or online enquiry form.

We may also collect personal information from external sources. Examples of the people or organizations that may provide us with information are:

- Public sources (such as online directories)
- Companies we are Sub-Contracted to
- Next of kin

When we are provided with personal information about an individual from a third party, we seek to ensure the individual is aware of certain matters, such as GBC's identity and contact details and how we were provided your personal information.

How does GBC protect your personal information?

We endeavour to protect your personal information that we hold from misuse and loss, and to protect it from unauthorized access, modification and disclosure. Whether your personal information is collected in person, phone, email, online or externally, we take steps to store your information securely. We may hold your information in a number of ways including electronic data drives and PC's, paper based files and other formats. We maintain physical security over our paper and electronic data drives and PC's, such as lock and electronic protection including firewalls and user identifiers and passwords to control access to computer systems and files.

Who does GBC share personal information with?

From time to time we may be required to disclose your information with external sources including (but not limited to) sub-contractors. Your information will only be provided to a third party where their products or services are required to complete the work or services requested.

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How long with GBC keep your information?

We are legally required to maintain some of your records for a significant period of time. However, we may we do keep your information for the duration of your warranty for products or services provide in case any issues arise. Once we believe the information is no longer needed we may remove any identifying details and destroy the records entirely.

How can you contact GBC about privacy?

You can contact us to:

- Update or correct your personal information or;
- Make a privacy related complaint

In one of the following ways:

- By telephone: 07 5540 3905
- Email: info@goliathbuilding.com.au
- Online: www.goliathbuilding.com.au/contact-us