

MostynCopper provides quality consulting and advisory services in the construction industry. This policy outlines our ongoing obligations in respect of how we manage Personal Information which may be provided to the business.

What is Personal Information?

Personal Information is information or an opinion that identifies an individual e.g. names, addresses, email addresses, phone numbers. This Personal Information can be obtained:

- **by telephone, facsimile, or email,**
- **via our website** www.mostyncopper.com.au, and
- **from third parties.** (MostynCopper does not guarantee website links or policy of authorised third parties).

Personal Information is used for the primary purpose of providing our services to you.

Sensitive Information

Sensitive information is defined in the Privacy Act (1988) and will only be used by us with your consent; or where required or authorised by law.

Third Parties

Sometimes information may be provided by third parties. In such cases we will take reasonable steps to ensure that you are made aware of the information provided.

Disclosure of Personal Information

Personal Information will only be disclosed where required or authorised by law.

Security of Personal Information

Personal Information is stored to reasonably protect it from misuse, loss and from unauthorised access, modification or disclosure. Personal Information will be kept for a minimum of 7 years.

Access to your Personal Information

You may access your Personal Information by contacting us in writing.

Policy Updates

This Policy may change from time to time and is available on our website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy, please contact us at:

info@mostyncopper.com.au or (02) 9241 1699

Version Control

Version	Date Issued	Revision Comment	Prepared By	Authorised By
1.0	26/10/2026	Original Issue	Trish Egan	Directors