

Policy

Privacy Statement

1 Persons Covered by This Policy

This notice applies to anyone whose personal data may be processed by Tallai and is not an individual to whom Tallai have provided a specific privacy notice. For example, an employee or worker, a prospective candidate employee or worker, an individual that works at a supplier or customer that Tallai deals with, an attendee at one of the company's marketing events, or a user of Tallai's website.

Tallai Project Group Pty is a limited company incorporated in Australia. Registered ABN: 59 618 362 584. Registered Office: Suite 302B 22-28 Edgeworth David Avenue, Hornsby NSW, 2077.

Tallai is committed to respecting privacy. This notice is to explain how Tallai may use personal information Tallai collect before, during and after a person's association with the company. This notice explains how Tallai comply with the law on data protection and what a person's rights are. For the purposes of data protection, Tallai will be the controller of any personal information.

2 Security

Tallai have various measures in place to secure and protect the mistreatment, modification and loss of data under its control, such as security clearance, passwords and firewalls. Tallai cannot, however, guarantee that these measures are, or will remain, adequate. Tallai do, however, take data security very seriously and will use all reasonable endeavours to protect the integrity of the information provided.

3 Personal Information Collection

Tallai may collect the following types of personal information about you:

- **Contact details:** information that can identify and contact a person directly such as name, email address, telephone numbers and postal addresses.
- **Identification information:** passport and other official identification details, information from several third parties, including AML check provider, ASIC information, depending on the association Tallai have with a person.
- **Personal history and information:** This includes hobbies, interests, marital status, family details, and dietary requirements.
- **Responses to surveys, competitions and promotions:** Tallai keep records of any surveys responded to or any entry into any competition or promotion Tallai run.
- **Creditworthiness:** Tallai may undertake investigations into your creditworthiness to establish whether to enter or continue a business relationship with someone.
- **Details of your performance:** when working with or for us or in relation to any project or work Tallai are engaged in for example should someone be appointed as a sub-contractor.
- **How you use Tallai's website:** Tallai collect information about the pages looked at and how they are used.
- **CCTV images:** if someone visits any of Tallai's premises which areas covered by Tallai's CCTV system.

- **Details of the correspondence (including e-mail correspondence) sent and received from Tallai:** this includes letters and emails, SMS, MMS and other electronic communication and may in some cases include audio recording of telephone conversations.
- **Subscription information:** for example, when someone subscribes to a newsletter or other materials.
- **IP address information:** a computer's IP address allows us to track a person's usage of Tallai's website.

Tallai do not generally collect, store and use the following "special categories" of more sensitive personal information regarding a person:

- information about race or ethnicity, religious beliefs, sexual orientation and political opinions
- information about trade union memberships
- information about health, including any medical condition, health and sickness records, medical records and health professional information
- biometric information, for example fingerprints, retina scans.

Also, Tallai do not generally collect, store and use any criminal records history relating to a person. AML checks may reveal such information.

4 Rights

Anyone has the following rights in relation to their personal information:

- the right to be informed about how their personal information is being used
- the right to access the personal information Tallai hold about them
- the right to request the erasure of their personal information in certain limited circumstances
- the right to request the correction of inaccurate personal information Tallai hold
- the right to restrict processing of their personal information where certain requirements are met
- the right to request that Tallai transfer elements of their data either to themselves or another service provider
- the right to object to the processing of their personal information
- the right to object to certain automated decision-making processes using their personal information

Some of these rights, for example the right to require Tallai to transfer data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them, and they may not apply to personal information recorded and stored by Tallai. For example, Tallai do not use automated decision making in relation to personal data. However, some have no conditions attached, so the right to withdraw consent or object to processing for direct marketing are absolute rights.

Although this privacy policy sets out a broad summary of legal rights with Tallai with respect of personal information, this is a very complex area of law. For more information concerning legal rights, please visit the Information Commissioner's Office (ICO) website at <https://www.oaic.gov.au/>.

5 Information Usage

The list below describes the main purposes for which Tallai may process personal information:

- Identity and AML checks
- Passing details of AML checks to third parties
- Enter and perform contracts
- Deal with queries or complaints
- Maintain and improve services and products
- Data analytics and statistical research to help improve online services
- Security of Tallai's IT systems
- Staff training
- Perform credit checks
- Determine services that may be of interest to stakeholders
- To provide a person with requested information
- Direct marketing
- Holding events
- Fraud, crime prevention and debt collection

For some personal information there may be a legal, contractual or other requirement or obligation for personal information to be provided to Tallai. If requested personal information is not provided, Tallai may not be able to properly perform contract requirements or comply with legal obligations and Tallai may have to terminate the relationship. For other personal information there may not be under an obligation to provide it to Tallai, but if it is not provided then Tallai may not be able to properly perform any arrangements made.

Where consent is given to use personal information in a particular manner, a person has the right to withdraw this consent at any time. Tallai will generally only ask for consent for direct or electronic marketing. Please note however that the withdrawal of consent will not affect any use of the data made before consent was withdrawn and Tallai may still be entitled to hold and process the relevant personal information to the extent that Tallai are entitled to do so on bases other than consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example Tallai may no longer be able to provide marketing information or work with the company/organisation represented.

Tallai may anonymise and aggregate any of the personal information Tallai holds (so that it does not directly identify a person). Tallai may use anonymised and aggregated information for purposes that include testing IT systems, research, data analysis, improving the website, and developing new products and services.

The majority of Tallai's online services do not require any type of registration, therefore allowing the user to browse the website without revealing their identity. Some services that Tallai offer will require personal information, in these cases if choose to withhold such information it may not be possible for Tallai to provide the information that is required.

6 Direct Marketing

From time to time, Tallai may contact a person by email, mail, telephone, SMS and MMS with information about services. Tallai will only send marketing messages to a person in accordance with any marketing preferences that have been agreed to and/or where a person or an organisation have purchased similar services from Tallai previously. A person or person representing an organisation is entitled to inform Tallai at any time that they do not wish to receive marketing messages or materials by sending an email.

7 Personal Information Sources

Tallai will collect personal information from a number of sources. These include the following:

- **Directly from a person:** when a person indicates that they may wish to attend an event, complete forms Tallai provides, enter competitions and promotions, makes a claim, makes a complaint, provide AML information to Tallai, contacts Tallai by phone, email or communicate with Tallai directly in some other way.
- **Tallai's website:** provides information about how it is used and the devices that are used to connect to the website.
- **Providers of background information:** which may include credit reference agencies, AML check provider, ASIC, LinkedIn and other Tallai platforms.
- **An employer or the organisation:** they may provide Tallai with the name, position contact details and background information about an employee.

8 Sharing Your Personal Information

Tallai share personal information with the following parties:

- **Companies in the same group of companies as Tallai:** in relation to joint events and campaigns.
- **Other companies in the supply chain:** so that they can make contact about any issues in the supply chain.
- **Credit reference and other identification agencies:** so that Tallai can assess creditworthiness and to verify identities. These agencies may retain a footprint that a search has been undertaken.
- **Marketing and public relations companies:** to help develop, carry out and assess marketing and PR campaigns.
- **Other service providers and advisors:** such as companies that support IT, help analyse the data Tallai hold, process payments, send communications to customers, provide Tallai with legal or financial advice and generally help Tallai deliver its products and services to a person or the person representing an organisation.
- **Purchasers of the business:** buyers or perspective buyers to whom Tallai may sell or negotiate to sell the business.
- **The Government or relevant regulators:** where Tallai are required to do so by law or to assist with their investigations, for example the Information Commissioner's Office.
- **Police, law enforcement agencies and security services:** to assist with the investigation and prevention of crime, bribery and the protection of national security.

Tallai also use Google Analytics which sets cookies to collect information about how visitors use the website. Tallai use the information to compile reports and to help us improve the website. The cookies collect information in an anonymous form, including the number of visitors to the website, where visitors have come to the website from and the pages they visited. Google Analytics may be opted out of by visiting <https://tools.google.com/dlpage/gaoptout>. To read more on how Google uses your personal information visit <https://www.google.com/intl/en/policies/privacy/>.

Tallai do not disclose personal information to anyone else except as set out above. Tallai may provide third parties with aggregate statistical information and analytics about users of its products and services, but Tallai will make sure no one can be identified from this information before Tallai disclose it.

9 Using Personal Information Internationally

The personal information Tallai collect may be transferred to and stored in countries outside of Australia. Some of these jurisdictions require different levels of protection in respect of personal information and, in certain instances, the laws in those countries may be less protective than the jurisdiction Tallai resides in. Tallai will take all reasonable steps to ensure that any personal information is only used in accordance with this privacy notice and applicable data protection laws and is respected and kept secure and where a third party processes data on its behalf, Tallai will put in place appropriate safeguards as required under data protection laws.

Tallai's directors, senior management and other individuals may in limited circumstances access personal information outside of Australia if they are on annual leave outside of the country. In these circumstances they will be using Tallai's security measures and will be subject to their arrangements with the company which are subject to Australian Law and the same legal protections that would apply to accessing personal data within Australia. In very limited situations the people with whom Tallai may disclose personal data as mentioned within the privacy policy may be located outside of Australia. In these cases, Tallai will enforce any legally required protections to the personal data as required by law before it is disclosed.

10 Personal Information Time Limits

Tallai will keep personal data for as long as required for the purpose for which it has been acquired. For individual contacts at customers, suppliers and re-suppliers this will be for as long as Tallai continue to have a relationship with that customer, supplier or re-supplier and then for a period of time as set within the terms of the agreement afterwards.

11 Changes to This Notice

From time-to-time Tallai may update this privacy policy. Each time the policy is updated Tallai will update the version date in the title of this document. Where required by the governing law Tallai will look for consent to changes in the way Tallai use personal information.