

PRIVACY POLICY

ProjectPAY provides an online payment platform for construction industry participants to readily prepare, assess, pay, manage and resolve claims. ProjectPAY's services have been designed to provide a collaborative and transparent payment process across all levels of contracting.

PROJECTPAY PTY LTD (ACN 619 371 381) (referred to within this Policy as 'we', 'us', 'our' and 'ProjectPAY') is committed to protecting the privacy of your personal information that we collect.

We will only collect, hold, use and disclose your personal information in accordance with this Policy unless agreed otherwise by you.

CHANGES TO THIS POLICY

This Policy was last modified on 28 February 2018 and may be amended by updating the Policy on this webpage.

INFORMATION WE COLLECT

The type of personal information that we may collect from you includes:

- your name;
- your organisation's/business' (**Business'**) name, ACN and ABN (where applicable);
- your Business' and your contact information including your phone number, email and postal address;
- details of the projects and contracts that you register or add to your online account with ProjectPAY, including the project name, principal's name, builder's name, contractor names, project location, project durations, contract value and contract payment terms.
- details of claims, assessments of claims and payments made via our products and services;
- information regarding your use of our electronic applications, website and ancillary products and services; and
- Your banking, credit card and debit card details, including card holder names, numbers and expiry dates and account names, BSBs and numbers.

HOW WE COLLECT IT

We collect your personal information directly from you when you:

- register to use our website and other products and services;
- use our products and services;
- otherwise engage in activities via our electronic applications, website, social media platforms and other products and services;
- contact us via post, email or telephone; and
- enter into transactions with us or conduct transactions through our products and services.

HOW WE HOLD IT

We will maintain your personal information electronically and in a written database stored at our secured premises or the premises of a professional third party storage provider (who has agreed not to use, hold or disclose your personal information in a manner not contemplated by this Policy).

PURPOSES OF PERSONAL INFORMATION

We may collect, hold and use your personal information for the following purposes:

- Administering your registered account(s) with us;
- Verifying your identity for account registration and management;
- Operating, improving, developing, maintaining, expanding and providing our products and services;
- Allowing our products and services to communicate and interact with other related products and services of third parties (including accounting software);
- Contacting you in connection with our services and products, including to provide customer support;
- Promoting our products and services (including marketing planning);
- Dealing with our business partners and affiliates;
- Processing any payment transactions to or by you;
- Performing creditworthiness and solvency checks;
- Claiming and collecting Fees from you;
- Managing and protecting our information technology infrastructure;
- Resolving disputes with you;
- Regulatory reporting and complying with any laws;
- Undertaking statistical analysis of our users, products or services and publishing any such results; and
- Administering and improving ProjectPAY's business activities.

DISCLOSURE OF PERSONAL INFORMATION

We may disclose your personal information to:

- our employees, officers, contractors or agents in the provision of our products and services and management of our business;
- our business partners, including banking or other financial institutions or third party customer service providers, to provide, improve and enhance our products and services;
- related principals, builders or contractors (and their controllers) involved in the projects/contracts that you register or add into your online account with ProjectPAY;
- organisations that we may merge with, be acquired by or assign our rights to;
- Industry associations, including Subcontractors WA Inc, to allow it to advance the interests of its members and gain statistical data of the construction industry;
- governmental bodies or authorities; and
- law enforcement or legal bodies as required by law,

provided they agree to not use, hold or disclose your personal information in a manner not contemplated by this Policy.

We will not sell or rent your personal information to third parties for their marketing purposes without your consent.

We will not disclose your personal information except as expressed within this Policy.

HOW TO ACCESS & CORRECT YOUR PERSONAL INFORMATION

You may request a copy of your personal information that we hold, or request a change to that information, by emailing us at support@projectpay.com.au.

MAKING A COMPLAINT

You may make a complaint about how we collect, hold or use your personal information by emailing us at support@projectpay.com.au.

OPTING OUT

If you do not wish to receive direct marketing communications from us, which may include periodic newsletters or information about our services and products, you can opt out at any time by emailing us at support@projectpay.com.au.

YOUR CONSENT

In supplying personal information to us by whatever means, you agree to all of the uses of your personal information as stated herein that you supply to us directly or via the other sources mentioned above.