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17090 HUME HIGHWAY GOULBURN NSW 2580 TELEPHONE (02) 4829 8200 FACSIMILE (02) 4829 8257





## **PRIVACY POLICY**

In this Privacy Policy "we", "us" or "our" means:

- Denrith Pty Ltd, ABN 46 060 434 871 trading as Southern Tablelands Bitumen, Divall's Bulk Haulage and Earthmoving, A & M Divall and Goulburn Sand and Soil and,
- Rocky Hill Recycled Sand and Soil Pty Ltd 34 646 496 666 trading as Rocky Hill Recycled Sand and Soil and,
- Concrete 4 Goulburn Pty Ltd 69 136 701 329 trading as Concrete 4 Goulburn and,
- Brennans Quarries Pty Ltd 85 660 242 482 trading as Brennans Earthmoving and Bulk Haulage, Concrete 4 Tumbarumba, Brennans Quarries and,
- Narambulla Investments Pty Ltd 21 618 903 067 trading as Narambulla Partnership and,
- Divall's Farm Contracting Pty Ltd 70 634 430 587 and,
- Jack Divall Earthmoving Pty Ltd 48 612 905 932 trading as Hydraulink Goulburn and Advanced Civil and Rail.

"You" means our customers, job applicants, employees and suppliers.

Divall's recognises and respects the right of individuals to privacy. We comply with the Australian Privacy Act 1988 (Cth) when dealing with your personal information.

This Privacy Policy details our commitment to protecting the privacy of your personal information

#### **DEFINITIONS**

Personal information as defined in the Privacy Act is information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- a. whether the information or opinion is true or not; and
- b. whether the information or opinion is recorded in a material form or not.

Personal information also includes sensitive information, which is information or opinion about an individual's racial or ethnic origin, political opinion, religious beliefs, sexual orientation or criminal record, provided the information or opinion otherwise meets the definition of personal information. Health information is also sensitive information.

The term "customer" also includes our clients.

The term "employees" includes all of our workers, including our workers who are sub-contractors.

## 1. THE KINDS OF PERSONAL INFORMATION WE COLLECT AND HOLD

We collect a range of your personal information which may include but is not limited to the following:

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- first and last names
- email address
- mailing address
- home or delivery address, property name
- telephone number
- images and voice recordings
- age and/or date of birth
- marital status
- government identifiers ie driver's license
- skills and formal credentials
- background checks including criminal history check
- bank account details
- credit card details
- signature
- health information
- credit information
- website browser session and location data
- job application information.

# 2. THE PURPOSES FOR WHICH WE COLLECT, USE, HOLD AND DISCLOSE PERSONAL INFORMATION

We collect, use, hold and disclose personal information for the purpose for which it was collected, including but not limited to the following:

- to contact and communicate with you
- to provide you with products and/or services
- to enable you to contact us through our website
- for our internal record keeping and payroll purposes
- to manage our supplier relationships
- to make payments to you
- for business development, including to operate our website, and social media platforms
- to comply with our legal obligations
- for quality reviews and training
- for occupational health and safety purposes
- to consider your job application
- to consider your fitness and credentials for work.

Where possible we will collect personal information directly from you however, we may need to collect information from a third party on occasions, such as to check a credit reference.

You do not have to provide your personal information to us, however, if you do not, it may affect your use of our website, or our ability to provide you with the products and/or services we offer.

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You may provide information to us anonymously such as when we seek feedback, but due to the nature of our business, it is generally not practical for us to deal with you on an anonymous basis.

## 3. DISCLOSURE TO THIRD PARTIES

We may disclose your personal information to a range of parties including but not limited to the following:

- our employees or contractors
- our customers
- our agents or business partners such as practitioners providing pre-employment medical checks
- our suppliers of goods
- our legal and accounting advisors
- IT service providers, data storage web-hosting and server providers
- marketing providers such as Google Analytics, or our social media platforms.

We maintain contracts and agreements with third parties that contain privacy and confidentiality provisions consistent with the Australian Privacy Act.

We may also disclose your personal information where we are required to by law, and/or when the disclosure is to necessary due to a serious threat to life or health.

#### 4. **DISCLOSURE TO OVERSEAS RECIPIENTS**

Generally, we do not disclose your personal information to overseas recipients, however, some of our service providers store information in countries outside of Australia, including but not limited to the United States of America, Hong Kong and Ireland.

## 5. **OUR WEBSITE**

We may use cookies on our website. Cookies are text files placed in your computer's browser. Cookies, by themselves, do not tell us your email address or other personally identifiable information. However, if you provide personal information using a web page on our site, this information may be linked to the data stored in the cookie.

We may use web beacons on our website. Web beacons are small pieces of code placed on a web page to monitor visitor behaviour and collect data about usage of a web page. For example, web beacons can be used to count the users who visit a web page or to deliver a cookie to the browser of a visitor viewing that page.

Our website may provide links to other websites. We do not control those websites and recommend that you review the privacy policies of those sites when visiting them.

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#### 6. HOW WE PROTECT YOUR PERSONAL INFORMATION

We use physical, electronic and operational procedures to protect personal information from misuse, unauthorised access, disclosure or loss.

When personal information is no longer required for the purpose for which it was collected, we dispose of your information securely.

## 7. HOW YOU CAN ACCESS, CHANGE OR DELETE YOUR INFORMATION

You may request details of the personal information we hold about you. Before providing access, we may need to ask you to identify yourself.

If you believe we hold information about you which is inaccurate, out of date or incomplete please contact us using the details below. We will take steps promptly, to correct any information found to be inaccurate, out of date, or incomplete.

However, in certain circumstances, we may be unable to provide you with access to the personal information we hold, or change, or delete the information. If this occurs, we will provide you with written reasons.

## 8. FURTHER INFORMATION

If you would like further information, have any queries, or complaints relating to this Privacy Policy or our information handling practices please contact our Privacy Officer at: <a href="mailto:privacyofficer@divalls.com.au">privacyofficer@divalls.com.au</a>

Or, by mail: Denrith Pty Ltd t/as Divall's Earth Moving and Bulk Haulage, 17090 Hume Highway, Goulburn NSW 2580

Or, by phone: (02) 4829 8200

#### 9. CHANGES TO THIS PRIVACY POLICY

We may vary this Privacy Policy at any time by publishing an amended version on our website. We recommend you check our website regularly to ensure you are aware of our current Privacy Policy.

This policy was updated in September 2025.