



Privacy Policy

Privacy Policy

Sieverts International Pty Ltd (Sieverts) values and respects the privacy of the people we deal with. Sieverts is committed to protecting your privacy and complying with the *Privacy Act 1988* (Cth) (**Privacy Act**) and other applicable privacy laws and regulations.

This Privacy Policy (**Policy**) describes how we collect, hold, use and disclose your personal information and how we maintain the quality and security of your personal information.

What is personal information?

“Personal information” means any information or opinion, whether true or not, and whether recorded in a material form or not, about an identified individual or an individual who is reasonably identifiable. In general terms, this includes information or an opinion that personally identifies you either directly (e.g. your name) or indirectly.

Sieverts collects and holds personal information from clients, employees, contractors, job applicants and other relevant individuals for business purposes.

What personal information do we collect?

The personal information we collect about you depends on the nature of your dealings with us or what you choose to share with us.

The personal information we collect about you may include the following:

- name;
- mailing or street address;
- email address;
- phone number
- Radiation licenses number
- Radiation inventory list
- Client ID for compliance certification and radiation assessment reports
- Bank account details or direct debit details for invoicing and accounts management.

If we collect your sensitive information, we will do so only with your consent if it is necessary to prevent a serious and imminent threat to life or health or as otherwise required or authorised by law. We take appropriate measures to protect the security of this information.

We collect most personal information directly from the individuals we deal with.

You do not have to provide us with your personal information. However, if you choose to deal with us in this way or not provide us with your personal information, we may not be able to provide you with our services (e.g., issue compliance certificates) or otherwise interact with you.

Due to the nature of Sieverts’ business, it is generally impracticable for us to deal with you anonymously.

How do we collect your personal information?

We collect your personal information directly from you when you:

- interact with us over the phone;
- interact with us in person;
- interact with us online;
- attend a Sieverts event or conference;
- subscribe to our mailing list (if applicable);
- apply for a position with Sieverts as an employee, contractor or volunteer.

Collecting personal information from third parties

The nature of our services, we rarely require obtaining information from a third party. If this is needed, we generally collect the information from publicly available sources, for example, the state radiation health authority's public register. We collect your personal information from the radiation health authority's public registry to ensure compliance with legislative requirements or to complete compliance certificates.

How do we use your personal information?

We use personal information for many purposes in connection with our service functions and activities, including the following purposes:

- shielding reports preparation
- issuing certificates of compliance
- radiation safety officer's functions
- radiation training
- improve the quality of the services we offer; and
- internal administrative purposes.

On rare occasions, Sieverts may hold conferences or client functions where we may use your personal information for invitation purposes.

Disclosure of personal information to third parties

Sieverts does not routinely disclose personal information to third parties. We must disclose your personal information if required by law. We may disclose your personal information for personal safety reasons and health safety in the event of radiation incidents and investigations.

Sieverts does not generally use third-party providers for our services to our clientele, recruitment, or other business purposes. For these reasons, the disclosure of personal information to third-party providers is minimal or non-existent.

How do we protect your personal information?

Sieverts will take reasonable steps to ensure that the personal information that we hold about you is kept confidential and secure, including by:

- having robust administrative security of our databases and records;
- taking measures to restrict access to only personnel who need that personal information to provide services to you effectively; and
- having technological measures in place (for example, anti-virus software, firewalls).

Online activity

Sieverts' website uses cookies. A cookie is a small file of letters and numbers the website puts on your device if you allow it. These cookies recognise when your device has visited our website before so that we can distinguish you from other website users. This improves your experience and Sieverts' website.

We do not use cookies to identify you; just to improve your experience on our website. If you do not wish to use the cookies, you can amend the settings on your internet browser so it will not automatically download cookies. However, if you remove or block cookies on your computer, please be aware that your browsing experience and our website's functionality may be affected.

Direct marketing communications

We may send you direct marketing communications and information about our services, opportunities, or events that may be of interest to you from time to time. Primarily, Sieverts communicate to clients about the radiation industry changes, developments and additional services Sieverts may include to meet the updated radiation requirements.

These communications may be sent in various forms, including mail, SMS, fax and email, in accordance with applicable marketing laws, such as the *Australian Spam Act 2003* (Cth). You consent to us sending you those direct marketing communications by any of those methods. If you indicate a preference for a method of communication, we will endeavour to use that method whenever practical to do so.

Retention of personal information

Sieverts retains personal information as part of our ongoing engagement with our client for radiation legislative compliance requirements and the duration of our clients' dealings with us. We will also retain personal information to comply with the applicable laws, for example, record-keeping obligations.

If specifically asked that we destroy the information we have, this request is subject to Sieverts' legal obligations.

How to access and correct your personal information

You are entitled to access personal information we hold about you by contacting Sieverts. Should you require access to your personal information, please request access and be specific about the information you need.

If you believe the personal information we hold about you needs to be corrected or updated, please request by contacting Sieverts. We will usually respond as soon as practicable, generally within seven (7) business days. We will deal with such a request by investigating the origin of the incorrect/outdated information and providing you with a response. If Sieverts refuses to correct the personal information we hold about you, we will provide you with reasons.

Links to third-party sites

Sieverts' website may contain links to websites operated by third parties. If you access a third-party website through our website, personal information may be collected by that third-party website. We make no representations or warranties concerning the privacy practices of any third-party provider or website. We are not responsible for the privacy policies or the content of any

third-party provider or website. Third-party providers/websites are responsible for informing you about their own privacy practices, and we encourage you to read their privacy policies.

Consent

By using Sieverts' website and our services, you consent to the collection, storage, use and dissemination of your personal information in accordance with this Privacy Policy and as otherwise permitted under the Privacy Act.

Concerns

If Sieverts becomes aware of any ongoing concerns or problems about our privacy practices, we will take these issues seriously and work to address these concerns.

If you have any concerns about Sieverts' privacy practices, please contact Sieverts. We will investigate all concerns and respond to you as soon as practicable. If we find a concern is justified, we will resolve it. If necessary and where required, we will change policies and procedures to maintain our high-performance standards, service delivery and client care.

Contact

If you have a question or concern about our handling of your personal information or this Policy, you can contact us for assistance as follows:

Email

info@sieverts.com.au (please mark 'private & confidential')

Post

PO Box 232 Zillmere QLD 4034

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