

Privacy

Policy

Calder Consultants is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

What is Personal Information, why do we collect it and how do we use it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we may collect include:

- / Name
- / Place of employment
- / Role / Position
- / Email address(es)
- / Landline and mobile phone numbers

Personal Information is obtained in many ways including:

- / By telephone
- / By email
- / Via our website www.calderconsultants.com (webforms)
- / From your website
- / From media and publications
- / From social media such as LinkedIn
- / From other publicly available sources and from third parties

We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to you that we believe may be of interest and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.

You may unsubscribe from our mailing / marketing lists at any time by contacting us in writing or following 'unsubscribe' links.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be collected and used by us only:

- / For the primary purpose for which it was obtained;
- / For a secondary purpose that is directly related to the primary purpose;
- / With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- / Third parties where you consent to the use or disclosure; and
- / Where required or authorised by law.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, some of the Personal Information is or will be stored in client files which will be kept by us for a minimum of seven years.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and / or correct it. If you wish to access your Personal Information, please contact us in writing.

Calder Consultants will not charge any fee for your access request.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date.

If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Privacy Policy Enquiries

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

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