#### PRO-MECH ENGINEERING SOLUTIONS PTY LTD - PRIVACY POLICY



Pro-Mech Engineering Solutions is committed to protecting the privacy of each individual person's personal information.

This policy details how we collect, use and manage the personal information provided to us.

We collect Information about you:

- If you provide us with your personal details (such as your name, contact details, email address etc); and
- From your usage of the site and any other information you email or otherwise send to us.
- Your visits and use of our website.
- Information provided for the business purposes, quotes, analysis etc.

We want to help you make informed decisions, so please take a few moments to read this statement.

By providing personal information to us, you are taken to have read, and consent to the collection, use disclosure and handling of your personal information in accordance with this Privacy Policy.

### **Website Visits**

Pro-Mech may collect information about your visits to our website such as:

- IP address
- Location
- Browser type
- Referral source
- Length of visit
- Number of page views

This information may be used to improve our website's usability and for marketing purposes.

#### **Use of Cookies**

We may use cookies on some areas of our Websites. A cookie is a small file saved on your computer's hard drive. When you return to our Websites, the data saved in the cookie is sent back to the website. We use cookies to gauge visitor traffic, trends and to help us serve you more efficiently if you revisit the Websites. The cookies we use in no way give us access to your computer or any information about you, other than the information you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of our Websites.

# **Using Your Personal Data**

Personal data submitted on this website could be used for the purposes specified in this privacy policy or in any relevant parts of the website.

In addition to the uses already identified we may use your personal information to:

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- To enable us to supply you with the services and information which you have requested;
- To analyse the information we collect so that we can administer, support and improve and develop our business and the services we offer;
- To contact you in order to send you details of goods and/or services which may be of interest to you
- Improve your browsing experience by personalising the website.

All information you provide to us will be treated as confidential. We will not provide any personal information to a third party unless you have given your permission.

### **Disclosure of Personal Data**

Pro-Mech Engineering Solutions will only disclose the personal information if absolutely necessary. We may disclose your personal information, strictly for the following purposes:

- To third-party providers who use your personal information to provide a service to us
- Where a country's legal system requires us to disclose your personal information.
- In connection with any legal proceedings or prospective legal proceedings.
- In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).

Except as provided in this privacy policy, we will not provide your information to third parties.

Pro-Mech does not sell, trade or rent your personal information, or use or disclose it for marketing purposes, and does not give or distribute it to any third parties except as described above.

## **Change in control of Pro-Mech Engineering Solutions**

If we sell or otherwise transfer part or the whole of Pro-Mech Engineering Solutions or our business to another organisation (including in the course of a transaction like a sale, merger or acquisition or as part of a dissolution, liquidation, administration, receivership or other form of insolvency), you agree that your personal information that is collected by Pro-Mech Engineering Solutions may be disclosed to a third party, prospective buyer, transferee or insolvency practitioner and that this is reasonable to enable that party to continue or manage the business.

## Security

We will take all reasonable precautions to prevent the loss, misuse or alteration of your personal information. Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet. Please help us keep our records updated by informing us of any changes to your email address or other contact details.

We will store all the personal information you provide on our secure servers.

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# **Your Rights**

You have a right to request access to, or the correction of, your personal information that we hold about you, subject to exceptions allowed by law. You may be required to put your request in writing for security reasons. This can be through the "Contact Us" page on our website.

### Questions

If you have any questions or concerns regarding this privacy statement or our handling of personal information, please contact us through the "Contact Us" page.

# **Changes to this Privacy Policy**

Pro-Mech Engineering Solutions reserves the right to make amendments to this Privacy Policy at any time for any reason. We will publish any updated Privacy Policy on our Website.