



**SOUTH EAST
SHEDS**

South East Sheds Privacy Policy

Last updated: September 2025

INTRODUCTION

Welcome to South East Sheds Pty Ltd (ABN **92 666 693 456**) (“**We**”, “**us**” and “**our**”). This Privacy Policy explains how and why we collect, use, hold, disclose and protect your Personal Information.

By accessing or using our services or website you consent to the practices described in this Privacy Policy. Please read this policy carefully to understand our privacy practices.

WHAT IS PERSONAL INFORMATION?

‘Personal information’ is information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not and whether the information or opinion is recorded in a material form or not. Examples include an individual’s name, address, contact number and email address.

‘Sensitive information’ is a special category of personal information. Sensitive information includes information about an individual’s racial or ethnic origin; political, religious, or philosophical beliefs; political, trade or professional memberships; sexual orientation or practices; criminal record; health information; genetic information; and biometric information that is used for the purpose of automated biometric verification or identification, and biometric templates.

WHAT PERSONAL INFORMATION DO WE COLLECT AND HOLD?

We collect Personal Information from you and about you when you interact with our website, marketing campaigns, when you interact with our online ads, engage our services and/or when you contact us (e.g call us, send us an email or interact with us via social media).

If you interact with us via a social media platform you agree to allow us to receive information about you from the social media platform, which may include your Personal Information (if you directly communicate with us via the social media platform), information about your visits and interaction with our website.

We may also collect Personal Information about you when you interact with third party websites such as applying for job with us via www.seek.com.au

The Personal Information we collect may include, but is not limited to:

- Name
- Contact information (e.g. email address, phone number)
- Date of birth
- Postal or residential address
- Other information you provide to us voluntarily

We may collect sensitive information about you, but we will only collect sensitive information with your consent (unless we are otherwise required or authorised by or under law to do so).

If you provide us with personal information about another person, please make sure that you tell them about this Privacy Policy.

COOKIES AND SIMILAR TECHNOLOGY

We may use cookies and similar technology on our website to enhance your user experience. Cookies are small text files that are stored on your device when you visit our website. You can control the use of cookies through your browser settings.

We may also collect information about how you access, use, and interact with our website. We also use a range of other tools such as Google Analytics, to collect information about how you use, access, and interact with website. This information may include:

- (a) the location from which you have come to the site and the pages you have visited; and
- (b) technical data, which may include IP address, the types of devices you are using to access the website, device attributes, browser type, language, and operating system.

WHY DO WE COLLECT AND USE YOUR PERSONAL INFORMATION?

We collect, hold, and use your Personal Information for a range of purposes so that we can:

- (a) provide and improve our services;
- (b) manage our relationship with you;
- (c) to communicate with you, respond to your enquires or complaints and provide you with support;
- (d) to comply with our legal obligations and resolve disputes;
- (e) identify and tell you about other services that we think may be of interest to you; and
- (f) to consider you for current and future employment opportunities.

We may use your personal information for other purposes required or authorised by or under law (including purposes for which you have provided your consent).

If you do not provide us with your Personal Information, we may not be able to provide you with our services, consider you for employment opportunities or respond to your enquiries.

HOW WE STORE AND HOLD PERSONAL INFORMATION

We store most information about you in computer systems and databases (including cloud service providers) operated by either us or our external service providers. Some information about you is recorded in paper files that we store securely.

We take reasonable steps to protect your Personal Information from unauthorised access, interference, disclosure, or destruction. We use secure encryption and follow industry best practices to safeguard your Personal Information and also require our service providers to do so.

We will also take reasonable steps to destroy or de-identify Personal Information that we no longer require.

While we strive to protect your Personal Information, we cannot guarantee its absolute security.

WHO DO WE DISCLOSE YOUR PERSONAL INFORMATION TO, AND WHY?

We may disclose your Personal Information to external service providers so that they may perform services for us or on our behalf.

We may also disclose your Personal Information to others where:

- (a) We are required or authorised to do so by law;
- (b) You have expressly consented to the disclosure, or the consent may be reasonably inferred from the circumstances;
- (c) We need to share it with data processors to operate our business and provide you with our services; and
- (d) if the ownership or control of all or part of our business changes, the new owner and/or management.

ACCESS TO AND CORRECTION OF YOUR PERSONAL INFORMATION

You may request access to or correction of Personal Information that we hold about you by contacting us directly. Our contact details are set out below.

We will generally provide you with access to your personal information (subject to some exceptions permitted by law).

There is no charge for requesting access to your Personal Information, but we may require you to meet our reasonable costs in providing you with access (such as photocopying costs or costs for time spent on collating large amounts of material).

We will respond to your requests to access or correct Personal Information in a reasonable time and will take all reasonable steps to ensure that the Personal Information we hold about you remains accurate, up-to-date, and correct.

DIRECT MARKETING

We may use your personal information so we can contact you with information about our services, other job opportunities, promotions and/or events that may be of interest to you.

We may contact you by email, mail, text, social media, or phone. You can let us know at any time if you no longer wish to receive these communications, by contacting us (using the contact details at the end of this policy) or using the opt-out/unsubscribe facility in our communications.

COMPLAINTS

If you have any concerns or complaints about the way in which we have handled any privacy issue, including your request for access or correction of your Personal Information, please contact us. Our contact details are set out below.

We will consider your complaint and will respond within a reasonable period of time (usually 30 days).

If you are not satisfied with our response, you may contact us to further discuss your concerns or you may refer your complaint to the Office of the Australian Information Commissioner (OAIC) (www.oaic.gov.au).

CONTACT DETAILS

If you have any privacy related questions, comments, requests, complaints, or concerns please contact us at:

info@southeastsheds.com.au

Registered Business Address: Level 3/80 Stamford Rd, Indooroopilly QLD 4068
0401 196 762

CHANGES TO THIS POLICY

We may update this Privacy Policy from time to time. The updated version will be posted on our website with the effective date. Please check this page periodically for any changes.