

CUTLERMERZ PRIVACY POLICY

Revised as at 23 October 2024

CutlerMerz Approach to Privacy

At Cutler Merz, we are committed to protecting your privacy. This policy outlines how we collect, use, disclose, and protect your personal information in accordance with the Privacy Act 1988 (Cth).

2. Personal Information we collect

Personal information is information relating to an individual which personally identifies an individual or makes the person's identity reasonably apparent.

We may collect personal information about you when you interact with us, including:

- Identity and contact details (Name, DOB, address, telephone, email, gender or preferences and other similar information)
- Billing and payment information (personal information associated with payment, billing and financial information. For employees this will include, bank details, TFN and superannuation details)
- Employment and education information (role, organisation and in relation to employees, previous employer, educational institution or transcripts)
- Identification documents of employees – in relation to employees this may include passport or drivers' licence, visa information.
- Any other information you provide to us including, information contained within your interactions and communications with us which may be directly, via email, or website or social media.
- Sensitive information- we will only collect sensitive information with your consent which may include information related to your race or ethnic origin, political opinion or associations, religious beliefs, sexual preferences and practices, and or legal/or criminal records.

3. How we collect Personal Information

We collect personal information through:

- Direct interactions (e.g., when you contact us, apply for a job with us or interact with us as a client or prospective client or contact, or through our website)
- Our website (e.g. cookies, web forms)
- Third-parties (including from our clients or authorised representatives)
- For employees- information collected during the course of your employment.

CutlerMerz may also access personal information through publicly available networking sites such as Facebook or LinkedIn.

Cutler Merz may also seek information provided by a third party such as a recruitment service provider, former employer, educational institution, visa status.

4. Purpose of Collecting Personal Information

We use personal information for the purposes in which it was collected. We will not use or disclose personal information about you for any other purpose, unless that purpose is related to the primary purpose for which we have collected the information, and you would reasonably expect the use or disclosure, and you consent to the use or disclosure.

The purposes for which CutlerMerz may collect, hold, use and disclose personal information include the following:

- Providing CutlerMerz services and activities and conducting CutlerMerz business
- To enable us to carry out functions such as recruitment, onboarding, payroll, appraisals, disciplinary action and manage employees work in relation to attendance, or any illness or injury claims and operate any employment schemes (parental leave, sick leave etc)
- To obtain other professional services as required including legal, accounting, insurance or human resources.
- For CutlerMerz internal administrative, planning, marketing and services development
- To process transactions
- To allow access to CutlerMerz buildings and ensure security of CutlerMerz buildings
- To communicate with you, including to provide you with information relating to our services or marketing communications that may be of interest to you.
- To comply with legal or professional obligations
- Other purposes that we disclose to you at the time of collection.

5. Disclosure of Personal Information

We may disclose your personal information to:

- Service providers who we engage in the course of providing our services such as marketing automation (ie mailchimp), technology partners or client relationship management systems.
- Service providers engaged for the purpose of conducting CutlerMerz as a business and employer (e.g., payment processors, IT services, superannuation funds, government agencies such as ATO and external consultants reasonably used by CutlerMerz)
- Regulatory bodies as required by law

6. Use of Employee Personal Information for Marketing purposes

Cutler Merz may make reasonable use of Employee personal information (for example, name, image, job title and work contact details) on its website or in marketing purposes.

7. Security of Personal Information

We take reasonable steps to protect your personal information from unauthorized access, loss, or misuse. This includes:

- Secure storage of data
- Access controls
- Staff training on privacy practices

Individuals should only access personal data they need for the proper performance of their role and ensure they never leave computers, devices or paperwork containing personal data in a manner that risks unauthorised access.

Please immediately report any security risks to Tim Edwards, Managing Director.

7. Access and Correction

Individuals should ensure that all Personal Information provided to CutlerMerz is accurate and up to date and notify Cutler Merz of any changes if required by contacting tim.edwards@cutlermerz.com

Personal information held by CutlerMerz in respect of employees is subject to the "employee records exemption" under the Privacy Act and does not have to be disclosed on request.

Other persons can request copies of their personal information by contacting tim.edwards@cutlermerz.com.au. CutlerMerz may make reasonable charges for access to or copies of personal information and may refuse to provide access to, or delete, information where this is required or authorised by the Privacy Act or another law.

9. Changes to This Policy

We may update this privacy policy from time to time. Any changes will be posted on our website, and we encourage you to review it periodically.

10. Contact Us

If you have any questions or concerns about this privacy policy or our handling of your personal information, please contact tim.edwards@cutlermerz.com.au