



# PRIVACY POLICY - WEBSITE

POL-L&C-04

## POL-L&C-04 Privacy policy - website

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### **BACKGROUND**

Keane Consulting ("Keane", "us", "we", or "our") operates <http://www.keane.com.au> (the "Site"). This page informs you of our policies regarding the collection, use and disclosure of Personal Information we receive from users of the Site.

We use your Personal Information only for providing and improving the Site. By using the Site, you agree to the collection and use of information in accordance with this policy.

### **PURPOSE**

This policy defines the rules in relation to the collection, use, maintenance and disclosure of personal information in Keane Consulting (Keane). This policy outlines Keane commitments in ensuring that the collection, use, maintenance and disclosure of personal information are in accordance with:

- Privacy Act 1988;
- The National Privacy Principles (NPPs) as set out in Schedule 3 of the Privacy Act;
- Protective Security Manual (PSM) 2005; and
- Archives Act 1983.

### **POLICY**

#### *Information collection and use*

While using our Site, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to your email address, name and phone number ("Personal Information").

#### *Log Data*

Like many site operators, we collect information that your browser sends whenever you visit our Site ("Log Data"). This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the pages of our Site that you visit, the time and date of your visit, the time spent on those pages and other statistics. In addition, we may use third party services such as Google Analytics that collect, monitor and analyse this information for the purposes of providing us with website usage information.

#### *Communications*

We may use your Personal Information to contact you via email or phone in order to understand your needs and what services you may require from Keane. We may subsequently use your Personal Information to send you e-newsletters, marketing or promotional materials and other information that Keane distribute from time to time. You will always have the option and opportunity to opt out of this communication.

#### *Cookies*

Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive. Like many sites, we use "cookies" to collect information. You can instruct your browser to refuse all

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cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Site.

### *Security*

The security of your Personal Information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

### *Changes To This Privacy Policy*

This Privacy Policy is effective as of 19 November 2020 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the Service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.

### *Contact Us*

If you have any questions about this Privacy Policy, please contact us via [admin@keane.com.au](mailto:admin@keane.com.au).

### **RELATED DOCUMENTS**

- Legal and Compliance policy (POL-L&C-01)
- Privacy policy (POL-L&C-03)
- Business development and marketing policy (POL-BDM-01)

### **DOCUMENT OWNER/APPROVER**

The Keane Consulting Chief Operating Officer (COO) is the owner of, and approver of changes to, this policy. Keane staff and/or website users may provide comments or request a change of this policy through consultation with the COO. All comments and change requests will be considered by the owner of this policy at least on an annual basis.

This policy was last reviewed on 19 November 2020 and endorsed by the Managing Director for publication on 21<sup>st</sup> November 2020.

### **AMENDMENT RECORD**

Version	Date	Comment	Modifier
0.1	18/11/20	Drafted	SW
1.0	19/11/20	Released and published	SW

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