

Privacy Policy

TRON CIVIL CONTRACTING PTY LTD is committed to protecting the privacy of individuals.

The protection of personal information in the private sector is required by the Privacy Act 1988 as amended by the Privacy Amendment (Private Sector) Act 2000 ("Act"). All employees and officers of Tron Civil are expected to comply with the Act and Tron Civil's policies and procedures concerning the protection of personal information. The policy applies to our web site at www.troncivil.com. It explains our practices with regards to collection and processing of any personal information (i.e. information from which an individual's identity is apparent or can be reasonably ascertained) and that may be collected as a result of your use of the Site.

The policy is based on the following principles:

- Privacy of personal information is of paramount importance to Tron Civil.
- Your personal information will not be shared, other than in accordance with this policy without your permission or in accordance with the Act.
- We will only use your personal information for the purpose for which it was provided.

What information do we collect?

This Site allows you to contact Tron Civil by sending e-mails, for the purpose of:

- Requesting information about Tron Civil; or
- Making other enquiries.

By sending e-mails, you will be providing us with certain personal information, which may include your name, e-mail address and any other details you include on your e-mail. We collect this information for the purpose of dealing with your request. We may not be able to deal with your request without this information.

We do not collect any other personal information via the Site. We do not use cookies, personal web tracking or any devices that collect your information.

What do we use information for?

Any personal details that you provide as a result of accessing the Site or sending e-mails will be used for the purpose of dealing with your request or enquiry. This may involve disclosing your personal information to Tron Civil, or to service providers who assist us in operating our business. These organisations are required by Tron Civil to comply with this policy. We do not use or disclose any personal details that you provide to us for the purpose of direct marketing.

Disclosing Personal Information

As noted above, we may share personal information with related companies or with contractors performing services for Tron Civil, which are required by Tron Civil to comply with this policy. Tron Civil will only make such disclosures to achieve the purposes for which the information was provided. Otherwise, Tron Civil's policy is not to disclose any personal information to any unrelated third party, except with consent or where we are required by law to do so.

Retention and Disposal of Information

Tron Civil will only keep personal information it needs for the purpose for which it was collected. Tron Civil will dispose of such information when it has no further need to use it or it is required by law to do so.

E-mail Security

In line with our policy on e-mail security, any e-mail that you send will be automatically scanned, which could result in certain attachments and styles of message being automatically blocked and forwarded to our IT administrator in

order to authorise the content. This is done purely for IT security purposes and our IT administrator will not access the contents of your e-mail once this process is complete.

Security of Information

You should be aware that the Internet is not a secure environment. However Tron Civil uses all reasonable efforts to ensure that any personal information collected is held securely. In addition only authorised personnel have access to personal information. Such personnel have agreed to ensure confidentiality of this information and are required to comply with this policy.

Accessing and Updating Personal Information

Please let us know if your details change and we will make every effort to keep any personal information held up to date and accurate. You can access your personal information and notify us of any change, modification or correction, by contacting the individual to whom the information was first provided.

Complaints and Further Information

If you have a complaint or require further information about how Tron Civil handles personal information or any privacy issues please contact us at troncivil@troncivil.com