

PRIVACY POLICY



M2P Engineering is committed to protecting the privacy of personal, commercial and confidential information. We treat the ongoing trust and rights of all people associated with M2P Engineering very seriously. Compliance with Privacy legislation wherever we operate is fundamental to the way we do business. Privacy obligations and rights are embedded in many legislative requirements. Where specific legislation does not exist, M2P Engineering will apply existing protocols based on the highest level of privacy principles. M2P Engineering has systems and procedures in place to protect the privacy of all personal and/or confidential/sensitive information collected in the course of doing business. This policy applies to all people potentially or actually working for, with or on behalf of M2P Engineering. M2P Engineering operates in a dynamic business environment and aspects of our business, market or legislative requirements may change. Our policy is regularly reviewed to continuously improve and reflect these changing needs.

Types of information collected and maintained

M2P Engineering collects personal information in order to conduct business responsibly, manage staff effectively, market our products and services, and comply with our legal obligations. In most cases we collect information directly from individuals when we deal with them. Some personal information is classed as “sensitive information” and is not requested unless it is related to an inherent requirement of the job or may directly impact workplace health and safety. The type of information we may collect includes:

- Existing and potential customer, business partnerships information;
- Information regarding suppliers, service providers and their staff;
- Information from prospective employees, employees, and contractors;
- Information requested by third parties (e.g. regulatory bodies, insurers); and
- Electronic information and surveillance such as log in statistics, work emails and internet use.

Use, disclosure and security of personal information

We will only use personal information for the purposes for which it was primarily held., or for a related secondary purpose. In some cases, we may only disclose information with consent. We may be obliged to disclose personal information where we are under a legal duty to do so, including circumstances where we are under a lawful duty of care, or where there is a genuine emergency situation, without seeking consent. In the course of daily operations, access to private, sensitive and confidential information is restricted to authorised personnel who have a legitimate business purpose and reason for accessing it.

M2P Engineering may use external service providers to maximise the quality and efficiency of our businesses or to provide specialised services (e.g. auditing, specialist contractors) and they are also required to conform to M2P Engineering policy.

We take all reasonable steps to protect personal information from misuse, abuse and loss. We also safeguard it from unauthorised access, modification and disclosure. Protection measures may include; physical security, information management practices and computer system/network security. We destroy information once there is no longer a legal or business obligation for us to retain it.

Access, corrections or concerns

We provide access to personal or business information upon request, except in the limited circumstances in which it is permitted for us to withhold this information (e.g. legal privilege or where access may infringe another person’s privacy). An individual or their authorised representative is entitled to access personal information. Identification may be required to ensure the person requesting the information is entitled to access it. If a person believes that information we hold is incorrect, out of date or there are concerns about our practices, these are taken seriously, investigated and actioned.

Management have a responsibility to:

- Raise awareness about the importance of privacy and uphold M2P Engineering policy requirements;
- Encourage people to raise concerns and investigate and action concerns or breaches raised. Any substantiated breaches of this policy may result in disciplinary action up to and including dismissal or termination of contract;
- Ensure controls and authorisations for information access are clearly established and people are trained in these to prevent the release of personal or confidential information (intentional or not); and
- Monitor conformance with this policy and authorisations.

All Employees, Contractors and external service providers have a responsibility to:

- Comply with this policy and ensure any personal or confidential information dealt with is safeguarded at all times;
- Ensure personal information is not disclosed without the appropriate authorisation. Understand that sharing this information with others who do not have a legitimate need to know it, is a breach of this policy and, in some circumstances, the law;
- Disclose any personal, medical and disability information where it is likely to affect your ability to undertake the inherent requirements of the job or ensure your health and safety in the workplace; and
- Ensure changes in personal information are notified.

A handwritten signature in black ink, appearing to read 'Adam Beswick'.

Adam Beswick
Managing Director