



CIVIL | WATER | ENVIRONMENT

# PRIVACY POLICY

MARCH 2024

PREPARED FOR  
WMS Engineering



Details	
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Revision	Description
0	Final
1	Minor Revision - Updated Entity and Branding

## **PRIVACY POLICY**

### **POLICY STATEMENT**

WMS Engineering (WMS) is committed to protecting the privacy of clients and other users of the company's website and services. When WMS is provided with personal information in person, by email, through the company's website or any other forms of communication, WMS will endeavour to ensure that such information remains private and is only used in accordance with this policy. By providing WMS with your personal information, you also consent for WMS to collect, hold, use, and disclose your personal information in accordance with this policy. WMS must and will comply with the Privacy Act 1988 in Australia.

### **COLLECTION OF PERSONAL INFORMATION**

WMS may collect personal information, including (without limitation) your name and contact details either personally, from the company's website or other marketing initiatives.

### **USE AND DISCLOSURE OF PERSONAL INFORMATION**

WMS holds, uses, and discloses personal information for the following purposes:

- To provide services to a client.
- To maintain a business relationship with clients and users of the company's website.
- To answer an inquiry.
- To direct-market products and services, advise you of news and industry updates, events, reports, and other information. When WMS does so, you will be able to unsubscribe from such communications.
- To trusted third parties where WMS have retained them to provide services such as professional advisers and IT consultants. These third parties must comply with similar undertakings of privacy and confidentiality to WMS.
- If WMS merges with or is acquired by another business, WMS may share personal information with the new owners of the business and their advisers and if this happens, you will be sent notice of such an event.
- WMS may also seek your consent to collect, hold, use, and disclose your personal information for any other purpose not listed above.

### **PRIVACY ON THE COMPANY'S WEBSITE**

WMS gathers information and statistics about all visitors to their website, including the most frequently accessed pages and most frequently used services. WMS will only use such data in aggregate form (this is, the information does not identify any one individual). This information will help WMS to determine the most beneficial parts of our website and ways in which we can continually improve our online services to create a better overall experience for our users.

### **POLICY IMPLEMENTATION**

This policy is to be implemented through the procedures and arrangements established by WMS Engineering. WMS also commits to reviewing this policy on a yearly basis to ensure that privacy of clients and other users of our website and services are maintained.