

## **Privacy Statement**

This is TriSigma Pty Ltd People Management Advisors (TriSigma) Privacy Policy including Web Site.

TriSigma takes your privacy seriously because we know you do. TriSigma is committed to the security and handling of personal information it collects including information concerning web site usage, in accordance with this Privacy Policy.

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### **General**

This document describes the privacy policy of TriSigma Pty Ltd, 123 Franklin Street, Eltham, Melbourne, Victoria, Australia and its affiliated companies ("TriSigma," "we" or "us") related to information collected and held by TriSigma from clients, their staff and our suppliers and alliance partners and visitors ("you," "your") during the course of client engagements and visits to its public Internet sites.

By accessing or using any TriSigma Web Site, you acknowledge that you have read, understood, and accepted the practices described in this Privacy Policy. Please read this Privacy Policy carefully and be aware that we may change it at any time. As a result, we recommend that you check back regularly to this page to be apprised of any updates of changes. We last revised this Privacy Policy on **12 March 2007**.

## **Security**

TriSigma places a high priority on the security of information. We utilise appropriate technical, administrative, and physical safeguards to protect against loss, unauthorised access, destruction, misuse, modification, and improper disclosure. TriSigma securely stores the information you provide including web site registration information and your account password, on our data servers and your account password is encrypted in our database. However, no computer system or records management system can ever be fully protected against every possible hazard. As a result, we cannot ensure or warrant the security and privacy of any information you provide to us and you do so at your own risk.

When using our web services you must maintain the confidentiality of your username and password, and are responsible for restricting unauthorised access to your computer.

## **Information We Collect from Web Site Users and How We Use It**

TriSigma may collect the domain names of visitors to its web sites to measure the number of visits, pages visited, and average time spent on each 'page'. This information is used to improve the design of our web sites and make them more user-friendly. TriSigma also collects the e-mail addresses and other contact information you provide when you send us e-mail messages. This information is used solely to reply to your original e-mail message unless otherwise stated in advance.

We may also collect information from you passively using "cookies" and "action tags." "cookies" are small text files that are placed on your computer in order to identify your Web browser and the activities of your computer on our web sites. Cookies may be used to:

- personalise your experience on our web sites,
- assist you in using our products (such as saving time by not having to re-enter your name upon each visit to our web sites),
- allow us to statistically monitor how you are using our web sites to help us improve our online offerings.

You may set your web browser to not accept cookies. If you do, you may still use our web sites, however, certain products, offerings, features, or resources of our

web sites may not work properly and you may experience some loss of convenience.

“Action tags,” also known as web beacons or gif tags, are a web technology used to help track web site usage, such as how many times a specific page has been viewed. Action tags are invisible to you. Unlike cookies, action tags are not placed on your computer. Information collected using cookies and action tags is not used by TriSigma to market its services directly to you (other than to improve the quality and usability of our web sites).

### **Information We Collect from Registered Users and How We Use It**

Certain web site users are required to register with TriSigma by supplying their names and other personal information in order to have access to specific web site features (“Registered Users”). All registered users receive a username and password. When you register on a web site, TriSigma may use your data to provide you with information reports as well as information about goods and services offered by TriSigma. TriSigma may also use the information provided by registered users to perform statistical analyses on our clients and understand client demographics.

Occasionally, we may transfer to our global client contact database certain information about registered users, in which case it will be governed by TriSigma Privacy Policy for Contact Data.

### **Information Related to Employment / Contracting**

As a registered user, you can use some web sites to inform us of your interest in employment with TriSigma, to send us your resume or other information about yourself. This information may include your name, address, e-mail address, and relevant information about your job history, experience, and education. We may also ask you for other information to help us tell whether you would be eligible under local immigration or employment laws to work in a particular country. You are able to provide us additional information that you think may be useful for us to evaluate your experience as it relates to potential employment with TriSigma.

We will use the information you supply to evaluate your qualifications for positions offered by TriSigma and possibly to contact you regarding any positions in which we believe you may be interested.

## Your Rights

As a registered user you may review, correct, update, or disable the information that we maintain about you, including your preferences, at any time on the user profile area. We may retain such information for a period in our backup systems as a precaution against system failures. We may retain some information for longer periods as required by law, contract, or auditing requirements.

If you wish to stop receiving e-mails from us, simply tell us so in a reply to any e-mail we send you or contact us at the e-mail address listed below.

## Geographic Transfer and Storage of Information

Information that you submit through the web sites may be collected, stored, and processed in Australia or in other countries. We may transfer your information internationally to TriSigma's offices or third party service providers to fulfill a request to purchase goods, services or information from us, to respond to your questions, or (if you are applying for a position at TriSigma) to evaluate your experience and qualifications in connection with our recruitment process. Such transfers and other processing of the information will be in accordance with this Privacy Policy.

## Sharing and Disclosure of Information to Third Parties

TriSigma **is not** in the business of selling information to others. TriSigma may, however, share or disclose information you provide us to other companies and people under the following circumstances:

- **Agents and Service Providers.** We sometimes employ or contract with other companies and individuals to perform functions on our behalf, such as supporting our systems infrastructure, arranging conferences, etc. Such information will be used solely to provide the contracted services for TriSigma.
- **Business Transfers.** As we continue to develop our business, we might sell or buy assets. If any TriSigma business unit is sold or substantially all of TriSigma is acquired, Information relevant to the operation sold could be one of the transferred assets.
- **Other.** TriSigma has the right to disclose any Information without your

prior permission if TriSigma has a good faith belief that such action is necessary to protect and defend the rights, property, or safety of TriSigma, its clients, suppliers, or the public; or respond to claims that any content violates the rights of third parties. We may also disclose user information as we deem necessary to satisfy any applicable law, regulation, legal process, or governmental request. In this we will strictly adhere to the privacy laws and regulations in the relevant jurisdictions.

TriSigma may aggregate Information and may disclose aggregated information to third parties for marketing and promotional purposes. However, in these situations, we do not disclose to these entities any information that could be used to identify you.

### **Legal Matters**

This Privacy Policy is designed to establish a uniform minimum standard for how TriSigma handles information provided to us. Where local law requires stricter standards than those set forth herein, TriSigma will handle your information in accordance with these stricter standards.

### **Links to Other Sites**

The web sites contain links to other sites. The privacy policies at these other sites may be different from this Privacy Policy. Those sites' privacy policies will govern the use of information you provide to them.

### **Contacts and Complaints**

This web site is operated by TriSigma Pty Ltd, 123 Franklin Street, Eltham, Melbourne, Victoria 3095. Australia. If you have any questions or concerns about this Privacy Policy, please e-mail us at [info@trisigma.com.au](mailto:info@trisigma.com.au).