

eProcure Privacy Policy

BCI Media Group Pty Limited (ABN 23 098 928 959) (trading as **BCI Australia**) (**we, us or our**) understands that the privacy of your personal details, and the security of your transactions with us, is important to you. We have therefore adopted this policy (**Privacy Policy**) which outlines how we collect and handle your personal information having regard to the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth) (**Privacy Act**).

We may make alterations or additions to this Privacy Policy from time to time. Should we do so, we will update this Privacy Policy on our website. We require that all our customers agree to abide by our Privacy Policy as part of our terms of trade. This policy also applies to users of our website even if they are not users of our eProcure product.

The personal information we collect

In providing the eProcure product, we connect customers and suppliers of various products that are subject to a procurement process.

This means that we collect personal information from both our eProcure customers, who deal with us directly, as well as from any individuals that interact with us, for instance, by visiting our website or contacting us with any inquiries or feedback, and we also collect and host personal information as part of our eProcure product for the tenderers who have registered with eProcure to participate in procurement processes conducted by our customers.

We may also collect personal information about job applicants, our staff and suppliers.

The personal information we collect may include:

- names or other identifiers (including any personal information contained in usernames);
- contact details, including their address, email and telephone;
- employment details, including details of your relevant company and industry sector;
- payment and financial information, including account details and credit card numbers;
- IP address and other technical data;
- other personal information you may submit to us through your use of our website or products, including products you've purchased or used through a third party, survey or feedback data; and
- marketing information, including ad or communication preferences.

You are not required to provide us with personal information, but we may not be able to provide you with our services if you do not.

We use cookies on our website which are small files transferred to and stored on your computer that enable our website to recognise your browser and record technical information such as the date, time and direction of your visit to our website and the pages you access. We use cookies to help us understand what parts of our website visitors find the most useful and improve the effectiveness of the website. Unless you are a registered user of our eProcure product, the cookies do not personally identify you, only your browser, and they do not read the information on your hard drive or make your

computer perform any actions. You can manage your cookie settings via your browser settings, however some parts of our website may not function fully if you disallow cookies.

Use and disclosure of your personal information

We use and disclose your personal information so as operate our business, including to:

- provide our eProcure product to you or your organisation or an organisation you've worked with, as a customer;
- allow you to participate in a tender process with our customer(s);
- provide you with support or assistance in the use of our eProcure product including answering enquiries you may have;
- analysing your usage and needs to help us develop or improve our services;
- provide you with marketing material about services we and our group companies provide, and the services of other entities that we believe may be of interest to you;
- deriving market and industry insights, including publishing and providing such insights to third parties but only on an anonymised and aggregated basis;
- facilitate our internal business operations;
- to meet any applicable regulatory obligations; and
- as otherwise required or permitted by law.

Persons to whom we may disclose personal information

The persons to whom we may disclose your personal information include:

- if your personal information has been provided in connection with our eProcure product, users of our eProcure product, subject to the access, workflow and security settings we and our customers may establish for that purpose;
- our group companies;
- our service providers, and other persons that we rely on to operate our business including professional advisers and insurers; and
- as otherwise required or permitted by law.

Overseas disclosure

We may disclose your personal information overseas, for instance where we use third party service providers who operate globally and may store and process your personal information overseas. It is not practicable for us to provide a complete list of the countries where our third party service providers may store or process your personal information, but you should be aware that we operate in the United States of America, Singapore, Malaysia, Indonesia, Thailand, Vietnam, the Philippines, Hong Kong, Australia, and New Zealand.

Marketing

We may use your personal information for the purpose of marketing services provided by us and our group companies, and to market any third party services we believe may be of interest to you. Our marketing communications may include emails and / or calls using your personal information. Where we send marketing communications to you, you can opt-out at any time by clicking the “unsubscribe” button at the bottom of each communication or by using the contact details below.

Storage of personal information

We may store your personal information on our servers, including where the personal information is collected in connection with our eProcure product.

We have implemented security features in our databases that are designed to help protect your personal information from unauthorised access. We maintain our servers in a controlled, secured environment. Only staff who need to have access to your personal information in order to best perform their jobs are authorised to access the database.

We may hold your information for a period of time after providing you with our services, for the purpose of improving our products and services. When we no longer need your personal information for our services or to comply with any relevant laws, we will take reasonable steps to destroy or de-identify your personal information.

Accessing or correcting your personal information

We will always aim to ensure the personal information we hold about you is accurate and up-to-date. You can request access to your personal information and update or correct the information we hold about you by using our contact details below.

We will provide you with access to your personal information that we hold except in certain circumstances set out in the Privacy Act. Where we refuse access, we will provide you with a written statement with our reasons for doing so. We may seek to recover reasonable costs associated with providing you with access to or correction of your personal information.

Complaints or enquiries

If you have any questions, concerns or complaints about how we handle your personal information, you can contact us using the details below. If you make a complaint, we will [promptly acknowledge our receipt of your complaint, investigate your complaint and provide a response as soon as we can. If you are not satisfied with our response to your complaint you can make a formal complaint to the Office of the Australian Information Commissioner via their website at <https://www.oaic.gov.au/>, by emailing enquiries@oaic.gov.au or calling 1300 363 992.

Contact Us

Email: privacy@bciaustralia.com

Telephone: 1300 224 287

Address: Suite 1, 25 Argyle Street Fitzroy VIC 3065