

Privacy Policy – Suppliers and Contractors

SX Homes collects and manages information from suppliers and contractors in order to meet commercial needs as well as meet statutory obligations.

When do we collect information from you ?

We collect information from you when you:

- Supply a Period Minor Works Agreement or other subcontract agreement
- Supply a Subcontractor Declaration (WH&S)
- Supply a Safe Work Method Statement
- Supply Safety Data Sheets
- Supply information in relation to NCP (Non Conforming Prods) Legislation
- Email information to us
- Deal with us over the telephone
- Use the SX Homes supplier portal

When you supply information to us you are consenting to us collecting, storing, using, maintaining and in limited circumstances disclosing your information. We never sell your information.

Does SX Homes Collect Personal Information ?

We generally only require business information, not personal details.

When we require personal information we endeavour to keep this to a minimum. For example an employee's name may be collected when we are conducting a site induction program. This helps us identify individuals who may not have completed an induction.

We recognise that some businesses may operate from home and the phone number and address represents personal details. Where we are required to collect information that is both business and private we will treat the information as business related.

We may ask for, and store information relating to an individual's license which is relevant to the work being performed. For example a person's name and license number on a QBCC Trade Contractor License card.

We may ask to sight an individual's general induction safety card. Usually no information is collected here. However if there is an issue with the card or the individual a site supervisor may record personal information in a site log. This information may be shared with the individual's employer or government regulator.

If we are required to disclose personal information to a government regulator we will provide that information, we may not be able to advise you that the information has been supplied.

Does SX Homes Collect Business information

Yes, we collect and store business information from the sources detailed above.

We use this information for commercial purposes for example to raise a purchase order on your business or ask for a quote.

We use your information to help manage / mitigate risks associated with your work. For example we will use information you provide in SWMS and discussions to create a work 'risk profile'. This is used focus our resources in managing risks especially for high risk activities. From time to time we may share this information with our consultants to review how appropriate our risk management strategies are.

We use business information to meet our State statutory obligations. For Example QBCC licensing and subcontracting requirements.

We use business information to meet our Federal statutory obligations. For Example Aust Tax Office GST registration status.

IT – Website and emails

When you visit our website we will record

- The date and time of your visit
- Information that you download
- Your IP address and browser type

When we send you an email:

- Your email server will reply to us advising that the email has been delivered.
- Your server will also advise us when you have opened the email
- Some servers may also advise us which links you have clicked or files you have downloaded.
- Some servers may also advise us if you have 'forwarded' the email and to whom.

When you ring us

- Our main office number has a system which logs and records inbound calls. You will receive a notification when the call connects.
- If we ring you and the call is going to be recorded then we will notify you.
- Calls to mobile phones are not recorded however they are synchronised to our computer system and a log of the call is created with date, time, duration and callers number. SX Homes staff may add additional comments to the caller log

Amending Information

Please contact us if you think:

- Your information is incorrect.
- We have collected unnecessary information

We will be happy to amend or remove certain information however where there is a legal duty on us to collect and hold supplier / contractor information we must meet our legal obligations.

Contact Details

SX Homes P/L

ABN 46 118 387 590

438 Tinderbox Rd

Tinderbox

TAS 7054

Tel 1300 929 626

Admin 03 6110 9966

Email admin@sxhomes.com.au