

# Privacy policy

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The following document details the privacy policy for Centre for Pavement Excellence Asia Pacific Limited (CPEAP) website, <http://www.cpeap.com.au>, as well as any joint activities with its partners, corporate members and/or supporters.

CPEAP is committed to providing the best possible user experience at its website. CPEAP is bound by the Privacy Act 1988, which sets out a number of principles concerning the privacy of individuals.

## Collection of personal information

Most aspects of this site can be viewed without providing personal information. However, for those features listed below we do request personally identifiable information. This may include, but is not limited to: your name, address, email address, phone number, and organisation,

CPEAP will not collect sensitive information from individuals except with express consent from the individual and only where it is necessary for an activity unless the use is a related secondary purpose which would be within the relevant individual's reasonable expectations.

## How We Collect Personal Information

The personal information is collected when you:

- send us an email
- contact us through the website
- register for a joint activity
- become a supporter of CPEAP
- sign up to our newsletter
- submit a completed application form

## Identification

No attempt will be made by CPEAP to identify visitors or their browsing activities except where required by law or when authorised by management in connection with investigations into possible breaches of the law.

## Sharing of your personal information

We may occasionally hire other companies to provide services on our behalf, including but not limited to handling enquiries or processing transactions. Those organisations will be permitted to obtain only the personal information they need to deliver the service. In such circumstances we will take reasonable steps to ensure that these organisations are bound by confidentiality and privacy obligations in relation to the protection of your personal information.

CPEAP may disclose personal information to third parties, such as our research partners, if consent has been obtained from the individual.

## Security of Personal Information

If you provide CPEAP with personal information via email or any other means, your personal information may become part of our records. WE take all reasonable care to secure personal information and protect it against unauthorised access and misuse. If you are submitting personal or other information over the Internet please note that, while all attempts are made to ensure security of information transmitted to this site, there is a possibility that information you send could be seen by a third party while it is in transit.

## Use of your personal information

For each visitor to reach the site, we may choose to collect the following non-personally identifiable information, including but not limited to: browser type, version and language, operating system, pages viewed while browsing the CPEAP site, page access times and referring website address. This collected information is used solely internally for the purpose of gauging visitor traffic, trends and delivering content to you while you are at this site.

From time to time, we may use member information for new, unanticipated uses not previously disclosed in our privacy policy. If our information practices change at some time in the future we will use only data collected from the time of the policy change for these new purposes. All updates to the privacy policy will be detailed on this page of our website.

### Photography and Video from CPEAP activities

Photographs and video records of projects and activities are taken by CPEAP. When attending a CPEAP activity or worksite you accept and agree that you may be captured on film and featured in the relevant Gallery or Album sections of this website. We may, from time to time, also use this content in tactical marketing communications. If at any time you want us to delete any image or video clip in which you can be identified please contact us and we will remove it from public use immediately.

### Changes to this Privacy Policy

CPEAP reserves the right to make amendments to this Privacy Policy at any time. If you have objections to the Privacy Policy, you should not access or use this website. All updates will appear on this page of the CPEAP website.

### Accessing your personal information

You have a right to access your personal information, subject to exceptions allowed by law. If you would like to do so, please let us know. You may be required to put your request in writing for security reasons. CPEAP reserves the right to charge a fee for searching for, and providing access to, your information on a per request basis.

### Contacting us

CPEAP welcomes your comments regarding this Privacy Policy. If you have any questions and would like further information, please contact us by the current email or regular post displayed under "Contact Us" on the website