

General Privacy Policy

Company: Hornick Constructions Pty Ltd (“we”, “us”, “our”)

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PURPOSE

Hornick Constructions Pty Ltd respects your privacy and is committed to handling your personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). This Privacy Policy explains how we collect, use, store, and disclose personal information through our website, our projects, and our business operations.

INFORMATION WE COLLECT

We may collect the following types of personal information:

- Your name, address, contact details, and company information when you make an enquiry or request a quote.
- Details relevant to your construction or building project, such as site address and project specifications.
- Information from contractors, subcontractors, suppliers, and consultants we engage with.
- Technical information such as your IP address, browser type, and website usage (via analytics tools).
- Any information you voluntarily provide (for example, when submitting an enquiry form or applying for a position).

We only collect information that is reasonably necessary for our business activities and service delivery.

HOW WE USE YOUR INFORMATION

We use personal information to:

- Respond to your enquiries and provide quotations.
- Manage and deliver construction projects and associated services.
- Communicate with clients, contractors, and suppliers.
- Manage accounts, billing, and business records.
- Comply with legal and regulatory obligations.

We do not sell or rent your personal information.

DISCLOSURE OF INFORMATION

We may disclose your personal information to:

- Our employees and authorised contractors involved in managing or completing your project.
- Professional advisers, insurers, auditors, and consultants engaged by us.
- Third-party service providers who assist in our business operations (for example, accounting or communications support).
- Government or regulatory bodies when required by law.

All third parties are required to handle your information securely and in accordance with this policy.

STORAGE AND SECURITY

We take reasonable steps to protect your personal information from misuse, interference, loss, unauthorised access, modification, or disclosure. This includes both physical and digital safeguards such as:

- Secure filing systems and restricted access to project records.
- Password-protected electronic systems and controlled data access.
- Regular review of our data storage and retention practices.

ACCESS AND CORRECTION

You may request access to or correction of your personal information at any time by contacting us in writing. We will respond in accordance with the Privacy Act.

Contact:

Privacy Officer
Hornick Constructions Pty Ltd
Email: info@hornick.com.au
Address: POBox 1245 Coorparoo Qld 4151

WEBSITE ANALYTICS AND COOKIES

Our website may use cookies and analytics tools (such as Google Analytics) to collect non-identifiable, aggregated data about visitor traffic and usage. This helps us understand how our website is used and improve our content. You can disable cookies through your browser settings if you prefer.⁸

CHANGES TO THIS POLICY

We may update this Privacy Policy from time to time to reflect changes in our practices or the law. The latest version will always be available on our website.

COMPLAINTS

If you believe your privacy has been breached or have a concern about how we handle your information, please contact us. If you are not satisfied with our response, you may lodge a complaint with the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au.