



## Privacy Policy – easy read

**BBSafe** is committed to respecting your privacy and keeping your information safe.

This policy applies to:

BBSafe ABN: 4733 125 4239

BBSafe Pty Ltd ABN 38 679 560 895

The full policy is at [www.bbsafe.com.au](http://www.bbsafe.com.au)

### **What personal and organisational information do we collect?**

We collect personal information about individuals:

- Names
- Addresses
- Email addresses
- Phone numbers
- other information about you like your age, where you live, what type of work you do

We collect information about organisations:

- Worker information
- Governance documents
- Policies
- Data
- Other information depending on the service we are providing

We also collect information in surveys.

Information about your computer may be collected when you use our website.

### **Why do we collect personal and organisational information?**

The information we collect helps us share information about what we do.

We may contact you to tell you about upcoming training, our activities and services and other information.

You can tell us any time that you would like us to stop sending your information and we will stop by contacting [info@bbsafe.com.au](mailto:info@bbsafe.com.au).

### **Security of personal and organisational information**

BBSafe will take reasonable steps to keep information safe.

Our website is linked to the internet. No information sent using the internet can be guaranteed as totally secure. If you provide information to us using the internet, it is at your own risk.

You can ask us not to use your information. Sometimes we may need to share information if there is a safety reason or where required by law.

### **Questions or complaints about the use of your information**

Please let us know if you have any questions or complaints about your information by emailing [info@bbsafe.com.au](mailto:info@bbsafe.com.au)

Contact:

Email - [info@bbsafe.com.au](mailto:info@bbsafe.com.au)

Phone - 0433 051 282