

Notice: This document contains distinct privacy policies for Australia and New Zealand. Please refer to the [Australian \(Job Applicant & External Parties\) Privacy Policy](#) if you are located in or interacting with our services in Australia, or the [New Zealand \(Job Applicant & External Parties\) Privacy Policy](#) if you are located in or interacting with our services in New Zealand.

AUSTRALIAN (JOB APPLICANT & EXTERNAL PARTIES) PRIVACY POLICY

This Privacy Policy (“**Policy**”) sets out the basis upon which Martin Brower Australia Pty Ltd (ABN 95 111 374 344) and its affiliates (“**we**”, “**us**”, “**our**” or “**company**”) collects, uses, discloses or otherwise processes your personal information whether you are a job applicant, customer or supplier (or a representative of or contact for such customer or supplier) in accordance with the Privacy Act 1988 (Cth) including the Australian Privacy Principles (“**Privacy Act**”).

APPLICATION OF THIS POLICY

1. This Policy applies to personal information we collect, use and/or disclose if you have applied for any job position with us (“**job applicants**”) or if we have a business relationship with your employer or you, including as a representative of or a contact for our customers (“**customers**”) or suppliers (“**suppliers**”).
2. This Policy applies in addition with any policies, notices, contractual clauses and consent clauses that apply to you in relation to the collection, use and disclosure of your personal information by us. By participating in our recruitment process or by your employer continuing its business relationship with us, you consent to our collection, use and disclosure of any of your sensitive information (as specifically detailed in this Policy) in accordance with and as set out in this Policy and acknowledge reading and understanding this Policy.
3. If you do not wish to provide us with your personal information, you do not have to do so. However, we will be unable to process your job application or provide your employer with our products or services or receive their products or services if they are a customer or supplier of ours.

PERSONAL INFORMATION WE COLLECT

4. As used in this Policy, “**personal information**”, “**sensitive information**” and “**health information**” have the meanings given to these terms in the Privacy Act.
5. The types of personal information we collect about you depends on your role and the nature of your dealings or relationship with us.

- **As a job applicant:**

If you submit an application to us directly or via any third party for employment for any of our roles, we will collect the following about you during the application process:

Personal information:

- general information, such as your name, title, address, contact details device information such as IP address and visa or right to work information;
- identity information, such as details of your birth certificate, citizenship certificate, driver licence and/or passport details; and

recruitment information, such as education and training history, references and background check information, employment history and work experience, salary and benefits history and other information included in a CV or covering letter as part of the application process.

Sensitive information:

- gender identity or expression;
- copies of identification documents;
- health information including any medical condition, disabilities and health and sickness records to assess your fitness and suitability to work; and
- information as to any criminal convictions/record.

- **As a representative of or contact for a customer or supplier**

We will collect the following about you as our customer or supplier or as a representative of or contact of our customer or supplier:

- general information, such as your name, address, contact details;
- any other information necessary for delivering our products and services to our customers or receive such from our suppliers.

COLLECTION OF YOUR PERSONAL INFORMATION

6. We collect your personal information:

- **Directly from you:** mostly directly from you in the course of or in connection with your job application, when completing and submitting our forms and/or in your CV or our business relationship with you as a customer or supplier or as a representative of or contact for a customer or supplier;
- **Indirectly:** sometimes from a third party who discloses your personal information to us which may include recruiters, job placement agents, your named referees) your employer, medical practitioners and agencies providing us background and/or criminal history checks.

USE OF YOUR PERSONAL INFORMATION

7. Purposes

We collect personal information about you, depending on the specific relationship you have with us, as follows:

- **as a job applicant**

If you are a job applicant, we will use your personal information to:

- assess and evaluate your skills, qualifications and suitability for employment in any current or prospective position within the company;
- undertake background, medical, reference and/or criminal history checks, where applicable;
- verify your identity to confirm the accuracy of your personal details and your eligibility to work in Australia;
- communicate with you about the recruitment process;
- communicate with you about new job opportunities; and
- manage the safety and security of our premises and services (including but not limited to carrying out CCTV surveillance and conducting security clearances); and

- as required or permitted by law.

- **as a representative of or contact for a customer or supplier**

If you are a representative of or contact for a customer or supplier, we will use your personal information to:

- perform our contractual obligations with your employer and ensure your employer performs their contractual obligations to us;
- process and deliver to your employer or receive from your employer products and services including but not limited to:
 - Preparing, delivering and reviewing documents (including purchase order forms and other contractual documents);
 - managing payments, fees and charges;
 - collecting and recovering money owed to us;
- process payments and administer your account, including to send you account related reminders;
- help us meet our warranty obligations;
- personalise and customise your employer's experiences with us;
- help us review, manage and enhance our products and services and develop insights used in reports or other content developed by us;
- provide you with information about the products and services you requested and any other products and services you may be interested in;
- communicate with you, including by email, mobile and in-application notifications;
- provide you with marketing communications relating to our businesses;
- investigate any complaints about or made by you, or if we have reason to suspect you have breached any legal obligations; and

- as required or permitted by any law.
8. The purposes listed under Section 7 may continue to apply even in situations where your employer's relationship with us (for example, pursuant to a contract) has been terminated or altered in any way, for a reasonable period thereafter (including, where applicable, a period to enable us to enforce our rights under any contract with your employer).

DISCLOSURE OF YOUR PERSONAL INFORMATION

9. We may disclose your personal information to:
- **as a job applicant:**
 - our related bodies corporate for the purposes stated under Section 7;
 - persons authorised by you to receive information held by us;
 - agencies or individuals engaged to undertake pre-employment checks including medical, background or criminal history checks and your referees; and
 - as permitted or required by law;
 - **as a representative of or contact for a customer or supplier**
 - our related bodies corporate in the course of (i) our regular reporting activities on company and individuals' performance; (ii) a business reorganisation or group restructuring exercise; (iii) system maintenance support and hosting of data by our related bodies corporate;
 - our professional advisors, including our accountants, auditors and lawyers;
 - third parties engaged by us to perform functions or assist us to provide products and services on our behalf;
 - relevant regulatory bodies in the industry in which we or you operate;
 - persons authorised by your employer to receive information held by us;
 - a government authority, law enforcement agency, pursuant to a court order or as otherwise required by law;

- a party to a transaction involving the sale of our business or its assets; and
- as permitted or required by law.

TRANSFERS OF YOUR PERSONAL INFORMATION OUTSIDE OF AUSTRALIA

10. In some circumstances we will provide access to your personal information to certain overseas third party service providers and our related entities to assist us with the purposes and disclosures specified in Sections 7 and 9. This includes service providers, servers hosting our email service, cloud storage services (including to those that operate our back up servers outside of Australia, such as in France), platforms and our related entities in USA or Australia to assist us with the purposes specified in Section 7.

PROTECTION OF YOUR PERSONAL INFORMATION

11. We take reasonable steps to protect your personal information that we hold from misuse, interference, loss and unauthorised access, modification and disclosure.

DIRECT MARKETING

12. You may opt-out from receiving direct marketing from us by:
- checking the relevant box on the form used to collect your personal information;
 - clicking a link on the email communication sent to you; or
 - contacting us using the contact details under the “Contact Us” (Section 21).

ACCURACY OF YOUR PERSONAL INFORMATION

13. We generally rely on the personal information provided by you or your employer. To ensure that your personal information is current, complete, and accurate, please update us if there are changes to your personal information via the Data Subject Request Form available on [Website](#) or email to our Privacy Officer at the contact details provided in the “Contact Us” (Section 21).

ACCESS TO AND CORRECTION OF YOUR PERSONAL INFORMATION

14. If you wish to make:

- (a) a request to access a copy of personal information which we hold about you; or
- (b) a request to correct or update any of your personal information which we hold; or
- (c) any inquiries or complaints with respect to our handling of your personal information,

you may submit your request via the Data Subject Request Form available on Martin Brower Australia Website, or email to our Privacy Officer at the contact details in the “Contact Us” (Section 21).

- 15. Please note that a reasonable fee may be charged to cover our reasonable costs of locating the information in responding to your access request. If so, we will inform you of the fee before processing your request.
- 16. We will respond to your request as soon as reasonably possible, but no later than 20 working days after the request is received.
- 17. We may refuse access to your personal information in certain circumstances permitted by law. If we are unable to provide you with any personal information or to make a correction requested by you, we will (i) inform you of the reasons why we are unable to do so; (ii) take reasonable steps to include a note with your personal information noting that you made a request for correction; and (iii) the mechanisms available to complain about the refusal.

COMPLAINTS

- 18. If you have a complaint about how we collect, use, disclose, manage or protect your personal information, or if you consider that we have breached the Privacy Act or any APPs, please contact us through the contact details in the “Contact Us” (Section 21). with sufficient detail regarding your complaint and any supporting evidence.
- 19. After investigating the complaint, we will give you a written notice about our decision within 30 days of receipt of the complaint.
- 20. If you are not happy with the outcome of our investigation, you may lodge a complaint directly with the OAIC online, by mail, fax or email. For more information, please visit the OAIC website at www.oaic.gov.au/contact-us.

CONTACT US

21. You may contact our Privacy Officer if you wish to request to access or correct your personal information or have any enquiries, feedback or wish to make a complaint as to our handling of your personal information or if you wish to make any access or correction request, in the following manner:

Privacy Officer
Martin Brower Australia Pty Ltd
1 Burilda Close
Wetherill Park NSW 2164
Email: dpoaus@martinbrower.com

CHANGES TO THIS POLICY

We may revise this Policy from time to time. Any updates will be reflected in the version published on our website, and the date of the latest revision will be shown. We encourage you to review this Policy periodically to remain informed about how we collect, use, disclose, and protect personal information.

Last Update: 12th October 2026

NEW ZEALAND (JOB APPLICANT & EXTERNAL PARTIES) PRIVACY POLICY

This Privacy Policy ("**Policy**") sets out the basis upon which Martin Brower New Zealand (NZBN 9429033056005) and its affiliates ("**we**", "**us**", "**our**" or "**company**") collects, uses, discloses or otherwise processes your personal information whether you are a job applicant, customer or supplier (or a representative of or contact for such customer or supplier) in accordance with the Privacy Act 2020 including the Information Privacy Principles ("**Privacy Act**").

APPLICATION OF THIS POLICY

1. This Policy applies to personal information we collect, use and/or disclose if you have applied for any job position with us ("**job applicants**") or if we have a business relationship with your employer or you, including as a representative of or a contact for our customers ("**customers**") or suppliers ("**suppliers**").
2. This Policy applies in addition with any policies, notices, contractual clauses and consent clauses that apply to you in relation to the collection, use and disclosure of your personal information by us.
3. If you do not wish to provide us with your personal information, you do not have to do so. However, we will be unable to process your job application or provide your employer with our products or services or receive their products or services if they are a customer or supplier of ours.

PERSONAL INFORMATION WE COLLECT

4. As used in this Policy, "**personal information**", has the meaning given to the term in the Privacy Act.
5. The types of personal information we collect about you depends on your role and the nature of your dealings or relationship with us.

- **As a job applicant:**

If you submit an application to us directly or via any third party for employment for any of our roles, we will collect the following about you during the application process:

Personal information:

- general information, such as your name, title, address, contact details device information such as IP address and visa or right to work information;
 - identity information, such as details of your birth certificate, citizenship certificate, driver licence and/or passport details; and
 - recruitment information, such as education and training history, references and background check information, employment history and work experience, salary and benefits history and other information included in a CV or covering letter as part of the application process.
 - gender identity or expression;
 - copies of identification documents;
 - health information including any medical condition, disabilities and health and sickness records to assess your fitness and suitability to work; and
 - information as to any criminal convictions/record.
- **As a representative of or contact for a customer or supplier**

We will collect the following about you as our customer or supplier or as a representative of or contact of our customer or supplier:

- general information, such as your name, address, contact details;
- and other information necessary for delivering our products and services to our customers or receive such from our suppliers.

COLLECTION OF YOUR PERSONAL INFORMATION

6. We collect your personal information:

- **Directly from you:** mostly directly from you in the course of or in connection with your job application, when completing and submitting our forms and/or in your CV or our

business relationship with you as a customer or supplier or as a representative of or contact for a customer or supplier;

- **Indirectly:** sometimes from a third party who discloses your personal information to us which may include recruiters, job placement agents, your named referees your employer, medical practitioners and agencies providing us background and/or criminal history checks.

USE OF YOUR PERSONAL INFORMATION

7. Purposes

We collect personal information about you, depending on the specific relationship you have with us, as follows:

- **as a job applicant**

If you are a job applicant, we will use your personal information to:

- assess and evaluate your skills, qualifications and suitability for employment in any current or prospective position within the company;
- undertake background, medical, reference and/or criminal history checks, where applicable;
- verify your identity to confirm the accuracy of your personal details and your eligibility to work in Australia;
- communicate with you about the recruitment process;
- communicate with you about new job opportunities; and
- manage the safety and security of our premises and services (including but not limited to carrying out CCTV surveillance and conducting security clearances); and
- as required or permitted by law.

- **as a representative of or contact for a customer or supplier**

If you are a representative of or contact for a customer or supplier, we will use your personal information to:

- perform our contractual obligations with your employer and ensure your employer performs their contractual obligations to us;
- process and deliver to your employer or receive from your employer products and services including but not limited to:
 - Preparing, delivering and reviewing documents (including purchase order forms and other contractual documents);
 - managing payments, fees and charges;
 - collecting and recovering money owed to us;
- process payments and administer your account, including to send you account related reminders;
- help us meet our warranty obligations;
- personalise and customise your employer's experiences with us;
- help us review, manage and enhance our products and services and develop insights used in reports or other content developed by us;
- provide you with information about the products and services you requested and any other products and services you may be interested in;
- communicate with you, including by email, mobile and in-application notifications;
- provide you with marketing communications relating to our businesses;
- investigate any complaints about or made by you, or if we have reason to suspect you have breached any legal obligations; and
- as required or permitted by any law.

8. The purposes listed under Section 7 may continue to apply even in situations where your employer's relationship with us (for example, pursuant to a contract) has been terminated or altered in any way, for a reasonable period thereafter (including, where applicable, a period to enable us to enforce our rights under any contract with your employer).

DISCLOSURE OF YOUR PERSONAL INFORMATION

9. We may disclose your personal information to:

- **as a job applicant:**

- our related bodies corporate for the purposes stated under Section 7;
- persons authorised by you to receive information held by us;
- agencies or individuals engaged to undertake pre-employment checks including medical, background or criminal history checks and your referees; and
- as permitted or required by law;

- **as a representative of or contact for a customer or supplier**

- our related bodies corporate in the course of (i) our regular reporting activities on company and individuals' performance; (ii) a business reorganisation or group restructuring exercise; (iii) system maintenance support and hosting of data by our related bodies corporate;
- our professional advisors, including our accountants, auditors and lawyers;
- third parties engaged by us to perform functions or assist us to provide products and services on our behalf;
- relevant regulatory bodies in the industry in which we or you operate;
- persons authorised by your employer to receive information held by us;
- a government authority, law enforcement agency, pursuant to a court order or as otherwise required by law;
- a party to a transaction involving the sale of our business or its assets; and

- as permitted or required by law.

TRANSFERS OF YOUR PERSONAL INFORMATION OUTSIDE OF NEW ZEALAND

10. In some circumstances we will provide access to your personal information to certain overseas third party service providers and our related entities to assist us with the purposes and disclosures specified in Sections 7 and 9. This includes service providers, servers hosting our email service, cloud storage services (including to those that operate our back up servers outside of Australia, such as in France), platforms and our related entities in USA or Australia to assist us with the purposes specified in Section 7.

PROTECTION OF YOUR PERSONAL INFORMATION

11. We take reasonable steps to protect your personal information that we hold from misuse, interference, loss and unauthorised access, modification and disclosure.

DIRECT MARKETING

12. You may opt-out from receiving direct marketing from us by:
- checking the relevant box on the form used to collect your personal information;
 - clicking a link on the email communication sent to you; or
 - contacting us using the contact details under the “Contact Us” (Section 21).

ACCURACY OF YOUR PERSONAL INFORMATION

13. We generally rely on the personal information provided by you or your employer. To ensure that your personal information is current, complete, and accurate, please update us if there are changes to your personal information via the Data Subject Request Form available on [Website](#) or email to our Privacy Officer at the contact details provided in the “Contact Us” (Section 21).

ACCESS TO AND CORRECTION OF YOUR PERSONAL INFORMATION

14. If you wish to make:
- (d) a request to access a copy of personal information which we hold about you; or

(e) a request to correct or update any of your personal information which we hold; or

(f) any inquiries of complaints with respect to our handling of your personal information,

you may submit your request via the Data Subject Request Form available on Martin Brower Australia Website, or email to our Privacy Officer at the contact details in the “Contact Us” (Section 21).

15. Please note that a reasonable fee may be charged to cover our reasonable costs of locating the information in responding to your access request. If so, we will inform you of the fee before processing your request.
16. We will respond to your request as soon as reasonably possible, but no later than 20 working days after the request is received.
17. We may refuse access to your personal information in certain circumstances permitted by law. If we are unable to provide you with any personal information or to make a correction requested by you, we will (i) inform you of the reasons why we are unable to do so; (ii) take reasonable steps to include a note with your personal information noting that you made a request for correction; and (iii) the mechanisms available to complain about the refusal.

COMPLAINTS

18. If you have a complaint about how we collect, use, disclose, manage or protect your personal information, or if you consider that we have breached the Privacy Act, please contact us through the contact details in the “Contact Us” (Section 21) with sufficient detail regarding your complaint and any supporting evidence.
19. After investigating the complaint, we will give you a written notice about our decision within 20 business days of receipt of the complaint.
20. If you are not happy with the outcome of our investigation, you may lodge a complaint directly with the Office of the Privacy Commissioner online or by mail. For more information, please visit the Office of the Privacy Commissioner website at www.privacy.org.nz.

PRIVACY OFFICER

21. You may contact our Privacy Officer if you wish to request to access or correct your personal information or have any enquiries, feedback or wish to make a complaint as to our handling of your personal information or if you wish to make any access or correction request, in the following manner:

Privacy Officer

Martin Brower New Zealand

15 Puaki Drive,

Wiri, 2104, Auckland, New Zealand

Email: dponz@martinbrower.com

CHANGES TO THIS POLICY

22. We may amend this Policy from time to time. Any updates will be incorporated into the latest version of the Policy, and the "Last Update" date at the end of the Policy will indicate when the Policy was most recently revised.

Last Update: 12 October 2026