Privacy Policy

1. Introduction

Engineered Installations Group (EIG) is a Western Australian Automotive Electrical / Heavy Vehicle & Mining Services company. This Privacy Policy explains how EIG collects, uses, stores, and protects personal information in accordance with:

- the Privacy and Responsible Information Sharing Act 2024 (WA) (PRIS Act),
- the Information Commissioner Act 2024 (WA), and
- relevant provisions of the Privacy Act 1988 (Cth) where applicable.

This policy applies to all employees, contractors, clients, and members of the public whose personal information is collected by EIG.

2. Personal Information We Collect

EIG may collect the following types of personal information:

- **Identification details:** Name, date of birth, employee ID, or other identifiers.
- **Contact information:** Email, phone number, postal address.
- **Health information:** Where necessary for service delivery or employment.
- **Financial information:** Bank account details, tax identifiers, or payment records.
- **Other sensitive information:** Any information that is required for legal compliance or program delivery.

Collection occurs **directly** from individuals (forms, emails, applications) or **indirectly** (website analytics, government records), depending on the context.

3. Purpose of Collection

EIG collects personal information to:

- Deliver services and programs effectively;
- Manage employment and contractor relationships;
- Comply with legal obligations and regulatory requirements;
- Respond to complaints and conduct investigations.

EIG will not use personal information for purposes other than those for which it was collected without consent, unless authorised or required by law.

4. Disclosure and Sharing

EIG does not disclose personal information to third parties, including overseas entities, except as required or authorised by law.

5. Storage and Security

EIG stores personal information in secure physical and electronic systems. Measures include:

- Access controls and user authentication;
- Encryption of sensitive electronic data;

- Staff training on privacy obligations;
- Retention schedules aligned with legal and operational requirements.

Personal information is retained only as long as necessary for operational, legal, or reporting purposes and is securely disposed of when no longer required.

6. Access and Correction

Individuals may request access to their personal information held by EIG or request corrections if information is inaccurate, incomplete, or outdated. Requests should be directed to the HR Coordinator

EIG will respond promptly, and any refusal to provide access will be accompanied by reasons and available complaint options.

7. Breach Notification

In the event of a **serious data breach**, EIG will assess the risk of harm to affected individuals and notify:

- the Information Commissioner, and
- the affected individuals,

as required under the PRIS Act. Measures will be taken to mitigate risks and prevent future breaches.

8. Privacy Impact Assessments

EIG conducts **Privacy Impact Assessments (PIAs)** for activities that may have a high privacy impact, in accordance with PRIS Act requirements. This ensures risks are identified and managed before personal information is collected or shared.

9. Responsible Information Sharing

EIG complies with responsible information sharing obligations under the PRIS Act. Information is only shared with other agencies where legally permitted, justified, and proportionate.

10. Complaints and Enquiries

If you have any questions, concerns, or complaints regarding the handling of personal information, please contact:

Privacy Officer
Engineered Installation Group (EIG)
Email: hr@eihmws.com
Phone: 0491 009 506

Mail: 2, 17 Bessemer Road Forrestdale WA 6112

Complaints will be handled promptly and fairly. Individuals may also contact the WA Information Commissioner if unsatisfied with EIG's response.