

## Privacy Policy

Effective Date: 11/12/2024

McKenzie Shanahan Holdings Pty Ltd (referred to as "we," "us," or "our") respects your privacy and is committed to safeguarding the personal information of employees, contractors, and internal stakeholders. This Privacy Policy outlines how we collect, use, and protect your personal information in compliance with applicable laws.

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### 1. Information We Collect

We collect personal information necessary for the effective management of our operations, including:

- **Contact Information:** Name, email, phone number, and address.
  - **Employment Information:** Job title, compensation details, and performance records.
  - **Identification Information:** Government-issued IDs (e.g., passport, driver's license).
  - **IT Usage Information:** Data from company-provided devices and networks.
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### 2. How We Use Your Information

We use your personal information to:

- Manage employment and contractual relationships.
  - Fulfill legal and compliance obligations.
  - Provide training, benefits, and professional development opportunities.
  - Ensure security and operational efficiency.
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### 3. Sharing of Information

Your personal information is shared only as necessary with:

- **Service Providers:** Vendors assisting with payroll, IT support, and legal services.
- **Regulatory Authorities:** To comply with legal and contractual obligations.
- **Affiliates:** Within McKenzie Shanahan and its subsidiaries for operational purposes.

We do not sell or disclose personal information to third parties for unrelated purposes.

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### 4. Data Security

We employ robust security measures to protect your data, including:

- Secure access controls and encrypted systems.
- Regular security assessments and training.

- Policies to restrict unauthorized data access.
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## **5. Your Rights**

Depending on your jurisdiction, you may have the right to:

- Access and update your personal information.
- Request deletion of data, subject to retention policies.
- Raise concerns about data usage practices.

For inquiries, please contact **info@mckenzieshanahan.com**.

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## **6. Cookies and Online Tracking**

If applicable, our internal portals may use cookies to enhance functionality. You can manage cookie preferences via browser settings.

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## **7. Updates to this Policy**

We may periodically update this Privacy Policy to reflect changes in our practices. Updated versions will be made available internally.

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## **8. Contact Us**

For questions about this Privacy Policy, please reach out to:

**McKenzie Shanahan Holdings Pty Ltd**

**Email:** info@mckenzieshanahan.com