

PRIVACY POLICY

BACKGROUND

Nvisia Pty Ltd (Nvisia, we, us, our) is committed to protecting the privacy of personal information and managing it in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

This Policy outlines how we collect, hold, use, and disclose personal information in the course of our business activities, including the delivery of professional services, operation of digital platforms, and engagement with clients, partners, and stakeholders.

By providing personal information to Nvisia, you consent to its collection, use, and disclosure in accordance with this Policy.

TERMINOLOGY

In this Policy:

- **Nvisia** refers to Nvisia Pty Ltd and its operations
- **Personal Information** means information or an opinion about an identified or reasonably identifiable individual
- **Sensitive Information** has the meaning given under the Privacy Act
- **You** refers to any individual whose personal information we collect

TYPES OF PERSONAL INFORMATION WE COLLECT

We collect personal information that is reasonably necessary to support our functions and activities. This may include:

Identification and Contact Information

- Name, role, organisation
- Email address and phone number
- Business contact details

Professional and Engagement Information

- Information provided during workshops, advisory engagements, or project delivery
- Stakeholder inputs, business requirements, and operational insights
- Communications, feedback, and meeting records

Digital and System Information

- Website interaction data, including IP address and browser type

- Form submissions via digital platforms
- System usage data from tools used to engage with Nvisia

Recruitment and Supplier Information

- CVs, qualifications, employment history
- Subcontractor and supplier due diligence information

Where we collect sensitive information, we do so only where required and with appropriate consent or lawful basis.

METHOD OF COLLECTION

We generally collect personal information directly from you, including when you:

- Engage with us via our website or complete online forms
- Submit information through Monday.com workflows or other digital tools
- Communicate with us via email, phone, or in person
- Participate in workshops, meetings, or advisory engagements

We may also collect information from:

- Publicly available sources
- Referees, recruitment partners, or authorised representatives
- Clients or partners where required to deliver services

PURPOSE OF COLLECTION AND USE

We collect, hold, and use personal information to:

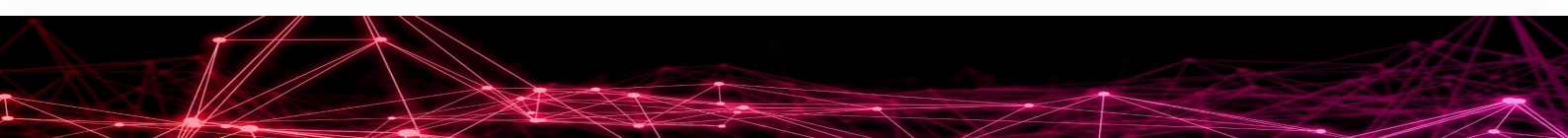
- Deliver advisory, consulting, and technical services
- Manage client and stakeholder relationships
- Develop proposals, reports, and insights
- Support recruitment, subcontractor engagement, and supplier management
- Improve our services, systems, and client experience
- Meet legal, regulatory, and contractual obligations

We will not use or disclose personal information for purposes unrelated to the original collection unless permitted by law or with consent.

DISCLOSURE OF PERSONAL INFORMATION

We may disclose personal information to:

- Clients and stakeholders as part of service delivery
- Trusted subcontractors and delivery partners
- Technology providers supporting our operations
- Professional advisers (legal, financial, compliance)



- Government or regulatory bodies where required

Nvisia does not sell personal information.

Where information is shared, we take reasonable steps to ensure it is handled securely and in accordance with this Policy.

STORAGE AND SECURITY

Storage

Personal information is stored securely in electronic systems, including:

- Monday.com (workflow and CRM-related activities)
- Microsoft 365 environments (including SharePoint and Teams)
- Secure email systems

Security Measures

We implement appropriate safeguards, including:

- Role-based access controls
- Secure authentication and password management
- Controlled access to client and project information
- Regular review of data access and handling practices

We take reasonable steps to protect personal information from misuse, interference, loss, and unauthorised access or disclosure.

OVERSEAS DISCLOSURE

Some of our service providers may store or process information outside Australia.

Where this occurs, Nvisia takes reasonable steps to ensure that overseas recipients handle personal information in a manner consistent with Australian privacy obligations.

DATA RETENTION

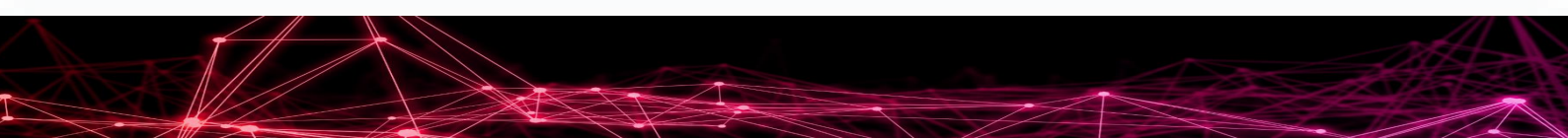
We retain personal information only for as long as necessary to:

- Fulfil the purpose for which it was collected
- Meet legal and contractual obligations
- Support audit and business record requirements

When no longer required, information is securely deleted or de-identified.

ACCESS AND CORRECTION

You may request access to, or correction of, your personal information held by Nvisia.



We will respond within a reasonable timeframe and in accordance with our obligations under the Privacy Act.

WEBSITE AND DIGITAL INTERACTIONS

Our website may use cookies and analytics tools to:

- Monitor and improve user experience
- Analyse website performance and engagement
- Support service and content improvement

Users can manage cookie preferences through their browser settings.

COMPLAINTS

If you have a complaint about how we handle personal information, you may contact us directly.

CONTACT

Nvisia Pty Ltd

Email: ops@nvisia.com.au

Phone: 0424 199 021

Address: PO Box 742 | FYSHWICK ACT 2609

POLICY UPDATES

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



Ashleigh Langdon

Managing Director

Nvisia Pty Ltd

