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## BUILDXACT PRIVACY POLICY

At Buildxact, your privacy is paramount to us. This Privacy Policy has been designed to ensure we clearly communicate to you how we treat your personal information. We encourage you to read this Privacy Policy carefully. It will help you make informed decisions about sharing your personal information with us.

You can access the Buildxact Services through our website [www.buildxact.com](http://www.buildxact.com) or [www.Buildxact.com.au](http://www.Buildxact.com.au), through applications on devices, through APIs, and through third-parties.

The defined terms in this Privacy Policy have the same meaning as in our Terms of Use which you should read together with this Privacy Policy. By accessing our Buildxact Services, you consent to the terms of this Privacy Policy and agree to be bound by it and our Terms of Use.

### Buildxact collects Personal Information

Buildxact is an easy to use cloud-based solution for estimating and managing your jobs from the measurement take-off to the final invoice.

The Buildxact Services involves the storage of Data about a company or individual and activities such as projects and tasks. That Data can include personal information. "Personal Information" is information about an identifiable individual, and may include information such as the individual's name, email address, telephone number, address and company.

#### We collect information that you provide

We lawfully collect Personal Information that is necessary for our business to function or for us to provide the Buildxact Services. The information we collect and hold will depend upon the products and services you request from us and may include the information you provide us when you purchase goods or services. This information will include your name, address and contact details.

### We derive information from communications between us and you

We also collect information about you when you download trials from our website [www.buildxact.com.au](http://www.buildxact.com.au) or [www.buildxact.com](http://www.buildxact.com).

The use of the facilities and services available through our website will determine the amount and type of information we collect. The only Personal Information we collect when you use our website is what you tell us about yourself, for example, by completing an online form when you request product information, or when you send us emails we will record your email address.

### We log your interactions with Buildxact Services

When you use the Buildxact Services, we automatically record information from your device, including:

- your Device's IP address
- device screen size and browser type
- geographic location
- system configuration information
- search terms and pages visited
- date & time stamps associated with transactions
- the webpage visited before you came to our website

### Buildxact tracks your usage patterns

We may use internal and external analytic and product platforms to better understand usage patterns on our Website and the Buildxact Services, so we can improve the design and useability of our products and services and at times to offer additional services.

### Buildxact uses cookies

Cookies are small data files transferred onto computers or Devices by websites for record keeping and to enhance the functionality on a website.

We may use "persistent cookies" to save your registration ID and login passwords for future logins to the Application. We may use "session ID cookies" to enable certain features of the Application, to better understand how you interact with the

Application. You can instruct your browser to stop accepting cookies, If you do not accept cookies, however, you may not be able to use all aspects of the Application. Third party cookies from the following service providers are also used by the Buildxact Services:

- Google Analytics – Website interaction tracking
- Receptive – to track users and to remember who is logging in

You can always choose not to provide your Personal Information to Buildxact, but it may mean that we are unable to provide you with all or some of the Buildxact Services.

## How Buildxact uses your information

We use the information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use your Personal Information for any other purpose without first seeking your consent, unless authorised or required by law.

Generally, we will only use and disclose your Personal Information to:

- verify your identity
- establish and maintain your relationship as a customer of Buildxact
- provide the products and services you have requested from Buildxact
- administer and manage those products and services
- answer your inquiries
- comply with laws and regulations in applicable jurisdictions
- carry out marketing or training relating to the Buildxact Service

## Your Name may be shared with other Buildxact clients

Buildxact encourages our clients, as users of the product to co-operatively engage with other Clients in various ways to enhance our Buildxact Services. This includes specifically suggesting and voting on enhancements via the Receptive tool which is embedded in the Buildxact application. If a Buildxact User chooses to participate by posting suggestions using this facility, then their posts and their Name will be exposed to other Buildxact users. If you do not wish this to happen, then do not create posts with this tool. The Receptive privacy policy is at

<https://www.receptive.io/policies/datasecurityprivacy.html>

## Buildxact can aggregate your non-personally identifiable data

We may make certain automatically-collected, aggregated, or otherwise non-personally-identifiable information available to third parties for various purposes, including (i) compliance with various reporting obligations; (ii) for business or marketing purposes; (iii) for industry research or benchmarking; or (iv) anonymous data analytics and reporting and (v) to assist such parties in understanding our Clients', Users' and Visitors' interests, habits, and usage patterns for certain programs, content, services, and/or functionality available through the Service.

We will not share or include your Personal Information in such aggregated data with any other third party unless we have your express consent to do so.

## Where we Store your Personal Information

Personal Information held within the Buildxact Services is stored on secure Microsoft Azure cloud services located in Australia. The privacy of this data is covered by our service provider's privacy policy at: <https://www.microsoft.com/en-us/trustcenter/privacy>

If you do not want your Personal Information to be transferred to a server located in Australia or at other secure sites nominated by Buildxact from time to time, you should not provide Buildxact with your Personal Information or use the Buildxact Services.

## You may request access to your Personal Information

In most cases, you can gain access to the Personal Information that Buildxact holds about you, subject to some exceptions allowed by law. If you would like to check or amend your contact details, please contact us. We will deal with all bona fide requests for access to Personal Information as quickly as possible.

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## Buildxact takes steps to protect your Personal Information

Buildxact is committed to protecting the security of your Personal Information, and we take all reasonable precautions to protect it from unauthorised access, modification or disclosure.

Your data is stored on secure servers, and all data transferred between you and the Buildxact Service is encrypted.

However, the Internet is not always a secure method of transmitting information. Transmission of Personal Information over the internet is at your own risk, and you should only enter Personal Information to the Buildxact Services within a secure environment.

We will advise you at the first reasonable opportunity upon discovering or being advised of a security breach where your Personal Information is accessed by any unauthorised persons.

## Buildxact does not store your credit card details

Buildxact's credit card payment processor is Stripe, who are certified to PCI Service Provider Level 1 standards.

You should refer to Stripe's Privacy Policy (<https://stripe.com/au/privacy>) to ensure you are happy with it.

Buildxact never requests sensitive credit card data from our customers. All payment card related data is sent direct from the Customer's browser to Stripe's API over encrypted connections.

## Buildxact does not own or control your Data

Buildxact does not own, control or direct the use of any of the Personal Data stored or processed by a Client or User via the Service. Only the Client or Users are entitled to access, retrieve and direct the use of such Personal Data. Buildxact is largely unaware

of what Personal Data is actually being stored or made available by a Client or User to the Service and does not directly access such Personal Data except as authorised by the Client, or as necessary to provide Services to the Client and its Users.

Because Buildxact does not collect or determine the use of any Personal Data contained in the Data and because it does not determine the purposes for which such Personal Data is collected, the means of collecting such Personal Data, or the uses of such Personal Data, Buildxact is not acting in the capacity of data controller in terms of the European Union's Directive 95/46/EC on data privacy or the European Data Protection Regulation ("EU Law") and does not have the associated responsibilities under EU Law. Buildxact should be considered only as a processor on behalf of its Clients and Users as to any Data containing Personal Data that is subject to the requirements of EU Law. Except as provided in this Privacy Policy, Buildxact does not independently cause Data containing Personal Data stored in connection with the Services to be transferred or otherwise made available to third parties, except to third party subcontractors who may process such data on behalf of Buildxact in connection with Buildxact's provision of Services to Clients. Such actions are performed or authorised only by the applicable Client or User.

The Client or the User is the data controller under the Directive for any Data containing Personal Data, meaning that such party controls the manner such Data is collected and used as well as the determination of the purposes and means of the processing of such Data.

Buildxact is not responsible for the content of the Personal Data contained in the Data or other information stored on its servers (or its subcontractors' servers) at the discretion of the Client or User nor is Buildxact responsible for the manner in which the Client or User collects, handles disclosure, distributes or otherwise processes such information.

### **This policy may be updated from time to time**

Buildxact reserves the right to review and revise our Privacy Policy at any time, and any amended Privacy Policy is effective upon posting to this Website.

Your continued use of the Buildxact Services will be deemed acceptance of any amended Privacy Policy.

We suggest that you visit our website regularly to keep up to date with any changes.

## How to Contact Us

If you would like any further information, or have any queries, problems or complaints in relation to this Privacy Policy or our information handling practices in general, please contact us at [info@buildxact.com.au](mailto:info@buildxact.com.au) or call 1800 965 597.

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