



# DATA PRIVACY POLICY

## NDY Policy and Procedure

CONFIDENTIAL

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**Norman  
Disney &  
Young**  
A TETRA TECH COMPANY

# Table of Contents

<b>1</b>	<b>OUR COMMITMENT TO PRIVACY</b>	<b>1</b>
<b>2</b>	<b>THE INFORMATION WE COLLECT</b>	<b>1</b>
<b>3</b>	<b>THE WAY WE USE INFORMATION</b>	<b>1</b>
<b>4</b>	<b>OUR COMMITMENT TO DATA SECURITY</b>	<b>1</b>
<b>5</b>	<b>OUR COMMITMENT TO CHILDREN'S PRIVACY</b>	<b>1</b>
<b>6</b>	<b>HOW YOU CAN ACCESS OR CORRECT YOUR INFORMATION</b>	<b>2</b>

## 1 OUR COMMITMENT TO PRIVACY

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available in the footer of each of our pages online.

## 2 THE INFORMATION WE COLLECT

This notice applies to all information collected or submitted on the Norman Disney & Young (NDY) website ([www.ndy.com](http://www.ndy.com)). On some pages, you can make requests, submit resumes and register to receive e-media materials.

The types of personal information collected at these pages may include:

- Name
- Address
- Email address
- Phone number
- Personal Curriculum Vitae.

## 3 THE WAY WE USE INFORMATION

We use the information you provide about yourself when submitting a request only to complete that request. We do not share this information with outside parties without your consent unless:

- Required by law
- We believe it necessary to provide you with a service that you have requested
- To implement our terms of use
- To protect the rights or property of Norman Disney & Young, any NDY website user, or any member of the public
- To lessen a serious threat to a person's health or safety.

We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties.

You can register with our website if you would like to receive email updates as well as updates on our new products, services and events. Information you submit on our website will not be used for this purpose unless you fill out the registration form.

We use non-identifying and aggregate information to better design our website. For example, we may report that a certain number of individuals visited a certain area on our website, or that a given number of individuals filled out our registration form, but we would not disclose anything that could be used to identify those individuals.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

## 4 OUR COMMITMENT TO DATA SECURITY

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

## 5 OUR COMMITMENT TO CHILDREN'S PRIVACY

Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information at our website from those we actually know are under 13, and no part of our website is structured to attract anyone under 13.

## 6 HOW YOU CAN ACCESS OR CORRECT YOUR INFORMATION

You can access all your personally identifiable information that we collect online and maintain by contacting an NDY office representative. We use this procedure to better safeguard your information.

You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error.

To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

## NORMAN DISNEY & YOUNG | CONSULTING ENGINEERS

NDY Management Pty Limited trading as Norman Disney & Young  
ABN 29 003 234 571  
80 Collins Street  
Melbourne Victoria 3000  
Telephone: +61 3 9862 6800  
Facsimile: +61 3 9862 6900

## OFFICES

Australia: Sydney, Melbourne, Brisbane, Perth, Canberra, Adelaide, Gold Coast  
Canada: Vancouver  
Ireland: Dublin  
New Zealand: Auckland, Wellington  
United Kingdom: London

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## NDY QA SYSTEM

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# CONTACT US

## AUSTRALIA

### ADELAIDE

T: +61 8 8290 6800  
E: [adelaide@ndy.com](mailto:adelaide@ndy.com)

### BRISBANE

T: +61 7 3120 6800  
E: [brisbane@ndy.com](mailto:brisbane@ndy.com)

### CANBERRA

T: +61 2 6295 1788  
E: [canberra@ndy.com](mailto:canberra@ndy.com)

### GOLD COAST

T: +61 7 5512 1235  
E: [goldcoast@ndy.com](mailto:goldcoast@ndy.com)

### MELBOURNE

T: +61 3 9862 6800  
E: [melbourne@ndy.com](mailto:melbourne@ndy.com)

### PERTH

T: +61 8 9281 6800  
E: [perth@ndy.com](mailto:perth@ndy.com)

### SYDNEY

T: +61 2 9928 6800  
E: [sydney@ndy.com](mailto:sydney@ndy.com)

## CANADA

### VANCOUVER

T: +1 604 734 9338  
E: [vancouver@ndy.com](mailto:vancouver@ndy.com)

## NEW ZEALAND

### AUCKLAND

T: +64 9 307 6596  
E: [auckland@ndy.com](mailto:auckland@ndy.com)

### WELLINGTON

T: +64 4 471 0151  
E: [wellingtonadmin@ndy.com](mailto:wellingtonadmin@ndy.com)

## UNITED KINGDOM

### LONDON

T: +44 20 7553 9494  
E: [london@ndy.com](mailto:london@ndy.com)

## IRELAND

### DUBLIN

T: +353 1 264 6995  
E: [dublin@ndy.com](mailto:dublin@ndy.com)

Join us on social media at  
[www.ndy.com/followus](http://www.ndy.com/followus)



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