

PRIVACY POLICY 2023

This privacy policy relates to how Dantia, The Lake Macquarie Economic Development Company Ltd and its subsidiaries (operating as “Dashworks” “we”, “our” and “us”) collect and handle your personal information in accordance with the Australian Privacy Principles (APPs).

For the purposes of this policy, “personal information” means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

We review our Privacy Policy regularly to ensure it is up-to-date so we encourage you to revisit it from time to time. Alternatively, if you would like a hardcopy sent

to you then please request it by contacting hello@dashworks.com.au and we will provide you a copy of this Privacy Policy free of charge.

QUESTIONS & SUGGESTIONS

If you have questions or suggestions please contact us at:

Email: hello@dashworks.com.au

Mailing address: Level 1, 63 Ridley Street,
Charlestown NSW 2290

Telephone: 0455 475 155

Information we collect

TYPES OF INFORMATION WE COLLECT

In the process of conducting our businesses, we may collect a range of personal information from current and prospective members, service providers and other individuals where it is necessary in order to operate our business. This information can include such things as a person's name, contact details, job title, organisation name, and real time information about when they visit the Dashworks Charlestown.

HOW WE COLLECT INFORMATION

Most of the personal information we collect will be collected directly from you when you sign up for a Dashworks membership or enter into a service agreement with us.

COOKIES

We use “Cookies” to keep track of personal preferences and compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. “Cookies” are small files that are transferred to your computer's hard drive through your web browser and enable our site to recognise your browser and remember certain information. You should be able to configure your computer so that it disables cookies or does not accept them. However, if you reject all cookies, you will not be able to use our products or services that require you to “sign in,” and you may not be able to take full advantage of our service.

SENSITIVE INFORMATION

We do not require you to provide us with any sensitive information. If you provide us with sensitive information, such as health information, on your own accord, we will treat it with the highest confidence and only disclose it as instructed by you.

USE OR DISCLOSURE

We collect and use personal information in order to:

- provide our members with an operational workspace
- foster business relations between members
- provide various business support services to our members
- notify members of news and event information
- distribute promotional material
- customise, measure and improve our services
- other purposes related to the provision of our services

Organisations that we regularly share personal information with include Nexodus, who provide the member platform, and secure data storage providers. We will not sell or provide your information to a third party for the purposes of direct marketing without your informed consent. If you do not provide us with the personal information we request, we will be unable to provide you with the full range of our services and depending on the information withheld, you may be ineligible to become a Dashworks member.

Charlestown

63 Ridley St
Charlestown 2290
0455 475 155
hello@dashworks.com.au

dashworks.com.au

DIRECT MARKETING

Direct marketing is the promotion of goods and services directly to you including through emails, SMS, phone calls and the post. We will only send you direct marketing materials if you would reasonably expect to receive them, or you have consented. If it is impractical to gain your consent, we will always provide a simple means for you to request not to receive the material. We respect your communication preferences. If you indicate that no longer wish to receive our marketing material we will remove you from our mail-out lists.

CROSS-BORDER DISCLOSURE

We may use overseas service providers to process personal information if we reasonably believe that the overseas entity is subject to the same or similar privacy standards to those found in Australia, or you have otherwise consented to us disclosing your personal information to the overseas entity.

SECURITY

The security of your personal information is important to us and we use the recommended industry standards when storing and dealing with your personal information. We employ administrative as well as technical measures to protect your personal information from misuse, interference and loss or from unauthorised access, modification or disclosure. While we will take all reasonable steps to ensure that your personal information is protected from misuse, interference or loss, no method of transmission over the Internet, or method of electronic storage, is 100% secure. You should ensure that you regularly change any access passwords and always logout of any secure pages.

DESTRUCTION

When we no longer need your personal information for a permitted purpose and we are not required to keep it to comply with any laws, we will take such steps as are reasonable in the circumstances to destroy your personal information or to ensure that the information is deidentified.

ACCESS AND CORRECTION

We will take such steps as are reasonable in the circumstances to ensure that your personal information is accurate, up-to-date, complete and relevant. Upon your written request we will provide you with a copy of your personal information that we hold unless there is a legitimate reason under the APPs, or another law, not to do so. We will take reasonable steps to correct your personal information if we are satisfied that it is inaccurate, out-of-date, incomplete, irrelevant or misleading.

MAKING A COMPLAINT

If you have a concern or complaint relating to our handling of your personal information or any breaches of the APPs, please send a written note to hello@dashworks.com.au outlining the nature of the complaint. We will endeavour to respond to your complaint within 30 days of receipt. If unresolved, the complaint may be referred to an external complaint resolution entity and finally, if necessary, taken to the Office of the Australian Information Commissioner.

CONFIDENTIALITY AND INTELLECTUAL PROPERTY

Dashworks and Dantia, The Lake Macquarie Economic Development Company Ltd, take no responsibility with IP theft and member project confidentiality. All reasonable physical and technological measures to protect IP lies with the member. By signing a membership agreement, the member agrees not to disclose any confidential, commercial or financial information regarding another member or members' work discovered while in the space.

Appendix B

DASHWORKS COMMUNITY NOISE GUIDELINES

These guidelines have been democratically generated by members of the Dashworks Community. Thanks to everybody who contributed and continues to make Dashworks a great place to work.

Please continue to send through feedback, suggestions, questions, or complaints regarding not only noise, but anything that's on your mind to hello@dashworks.com.au.

GUIDELINES

Overarching principle: Be Considerate.

This goes both ways. For example, consider your fellow community members when on the phone etc, but also be considerate in understanding that sometimes, phone calls must be made while at the desk looking at a PC.

1. Phone calls in the co-working area should be limited to 2-minutes and a considerate volume level, with a view to move to a meeting room or the breakout space if exceeding this duration.
2. Conversations in the co-working area are fine, as long as the speakers are considerate with volume, duration and frequency.
3. Meetings (including team briefings) should not happen in the co-working area. Instead, meetings should be conducted in either meeting rooms or the breakout space. The door to the meeting room should be fully closed when in use.
4. Personal media (music, video and sound effects) should not be played without headphones on.