



Privacy Policy

Business Name: M2PM Pty Ltd (m²pm / m² Project Management)

ABN: 95 682 694 140

Prepared by: Brian Miller, Director

m²pm (“we”, “us”, “our”) is committed to protecting your privacy. This Privacy Policy explains how we collect, use, store, and disclose personal information in accordance with the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles (APPs)**.

1. Personal Information We Collect

We may collect personal information that identifies you, such as:

- Name, email address, phone number, and business details
- Information provided via website contact forms, email, or phone inquiries
- Payment and billing information when purchasing our services

2. How We Collect Personal Information

We collect personal information:

- Directly from you when you contact us or engage our services
- Indirectly through our website via cookies or analytics tools

3. Purpose of Collection

We collect and use your personal information to:

- Provide consultancy services and support
- Respond to inquiries or requests
- Manage billing and payments
- Send relevant information, updates, or newsletters (with consent)
- Comply with legal obligations

4. How We Store and Protect Personal Information

We take reasonable steps to protect your personal information from misuse, interference, loss, and unauthorized access, including:

- Secure servers and password-protected systems

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- Limited access to personal information within our team

5. Sharing Your Personal Information

We may share personal information with:

- Third-party service providers (e.g., IT, accounting, or cloud services)
- Government or regulatory authorities if required by law

We do **not** sell your personal information.

6. Access and Correction

You have the right to request access to your personal information and request corrections if it is inaccurate. To make a request, please contact us at:

Email: bria.miller@m2pm.com.au

Phone: +61 402 011 481

7. Complaints

If you believe we have breached your privacy, you may contact us using the details above. We will respond promptly. You may also contact the **Office of the Australian Information Commissioner (OAIC)** for guidance.

8. Cookies and Tracking

Our website may use cookies or analytics tools to improve user experience and track website usage. You can adjust your browser settings to manage cookies.

9. Overseas Disclosure

If personal information is transferred overseas, we will ensure that appropriate safeguards are in place in accordance with the APPs.

10. Updates to This Policy

We may update this Privacy Policy from time to time. The current version is available on our website.

Effective Date: 14 October 2025

11. Version Control

Version	Date	Description
1.0	14 October 2025	Initial version