

T-EDI PRIVACY POLICY

TEDI Standards Privacy Policy

Last Updated: 4 September, 2026

This Privacy Policy explains how Project F Australia Pty Ltd (ABN 76 631 747 969), trading as T-EDI Standards (“T-EDI Standards”, “we”, “our” or “us”), manages personal information when you interact with the T-EDI Standards website, platform (“platform”), services and communications.

1. Our commitment to privacy

1.1 We respect your privacy and are committed to protecting the personal information entrusted to us.

1.2 We manage personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

1.3 This Policy explains what personal information we collect and hold, how we collect and use it, when it may be disclosed, how we protect it and the rights available to you.

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

1.5 This Policy applies specifically to the T-EDI Standards website and platform.

2. Information we collect

T-EDI Standards collects a limited amount of personal information necessary to provide and administer the service.

2.1 User profile information

2.1A When a user creates a T-EDI Standards profile, we collect:

- first name
- last name
- work email address
- job title or role.

2.1B T-EDI Standards uses email-based authentication. Users do not create or provide passwords to T-EDI Standards.

2.2 Organisational assessment information

2.1A Participating organisations use the T-EDI Standards platform to assess their workplace practices against the T-EDI Standards.

2.1B The assessment records YES/NO responses against individual Standards and the organisation's resulting assessment history, progress and scores.

2.1C Assessment questionnaires and responses are collected and managed directly within the T-EDI Standards platform. T-EDI Standards does not use third-party form, survey or assessment software to collect, process or verify assessment responses.

2.1D The platform does not provide free-text response fields and does not allow users to upload documents, files, policies or other evidence.

2.1E T-EDI Standards does not require or collect personal information about individual employees as part of the assessment. It also does not collect individual or aggregated workforce demographic information through the assessment.

2.1F Participating organisations should not enter or provide personal information about their employees through the T-EDI Standards assessment.

2.3 Verification

2.3A Where an organisation participates in verification of its T-EDI Standards assessment, supporting evidence may be viewed by T-EDI Standards through screen sharing during an online meeting and confirmed verbally with the participating organisation.

2.3B T-EDI Standards does not require participating organisations to upload verification evidence to the platform and does not retain copies of evidence viewed during verification.

2.4 Technical and usage information

2.4A When you access the T-EDI Standards website or platform, we may collect technical information necessary for the operation, security and performance of the service, such as:

- IP address
- browser and device information
- operating system
- dates and times of access
- website or application usage information
- authentication and security events.

2.4B We may use this information for authentication, security, troubleshooting, service delivery and improving the performance and reliability of the T-EDI Standards service.

2.5 Financial information

T-EDI Standards does not collect or store credit card details, bank account information or other financial information through its website or platform.

3. How we collect personal information

3.1 We generally collect personal information directly from you when you:

- create or use a T-EDI Standards account
- use the T-EDI Standards platform
- communicate with us
- request information or support
- participate in T-EDI Standards meetings or verification
- provide feedback or respond to a survey
- subscribe to or receive communications from us.

3.2 We may also receive your business contact information from your employer or organisation, a colleague or another professional contact where it is reasonable for us to do so.

3.3 Technical information may be collected automatically when you access our website or platform.

4. How we use personal information

4.1 We may use personal information to:

- create and manage T-EDI Standards user accounts
- authenticate users and maintain the security of the platform
- provide and administer the T-EDI Standards service
- associate authorised users with their participating organisation
- provide customer support
- communicate about assessments, verification, progress and other T-EDI Standards activities
- respond to enquiries and requests
- maintain appropriate business and client records
- maintain and improve the website, platform and services
- analyse service usage and performance
- communicate information about T-EDI Standards, including relevant resources, research, programs, events and services
- prevent or investigate misuse, security incidents or unlawful activity
- comply with legal and regulatory obligations
- establish, exercise or defend our legal rights.

5. Organisational assessment, benchmarking and reporting

5.1 T-EDI Standards collects organisational assessment information to assess participating organisations against the T-EDI Standards, track progress and provide benchmarking and insights.

5.2 Assessment information relates to an organisation's workplace practices, policies and

systems rather than to individual employees.

5.3 We may retain organisational assessment history and scores after an organisation ceases participating in T-EDI Standards.

5.4 This enables us to maintain longitudinal benchmarking, analyse changes in workplace practices over time, measure the impact of the T-EDI Standards and conduct research and sector-level reporting.

5.5 We may aggregate or de-identify assessment information for benchmarking, research, analysis, impact measurement and reporting, including reports about progress and trends across participating organisations or the technology sector.

5.6 We will not publicly disclose an individual participating organisation's identifiable assessment results, scores or confidential assessment information without that organisation's agreement, unless disclosure is required or authorised by law.

6. Disclosure of personal information

6.1 We do not sell, rent or trade personal information and do not provide user contact information to third parties for their own marketing purposes.

6.2 We may disclose personal information where reasonably necessary to:

- authorised employees and representatives of T-EDI Standards
- technology and cloud service providers supporting the T-EDI Standards service
- customer relationship management and communications providers
- professional advisers, auditors and insurers
- contractors or suppliers assisting us in delivering our services
- your organisation where your T-EDI Standards account is provided or administered through that organisation
- government, regulatory, law enforcement or judicial bodies where required or authorised by law.

6.3 We may also disclose information where reasonably necessary to protect the legal rights, property, security or safety of T-EDI Standards, our users, participating organisations or others.

6.4 Where third-party providers handle personal information on our behalf, we take reasonable steps appropriate to the circumstances to ensure that information is handled securely and consistently with applicable privacy requirements.

7. Service providers and data hosting

7.1 T-EDI Standards uses third-party technology and service providers to operate and support its services.

7.2 These include cloud infrastructure used to host the T-EDI Standards platform and database, customer relationship management and communications systems, and business productivity and documentation services.

7.3 The T-EDI Standards platform and database are hosted using Amazon Web Services (AWS)

cloud infrastructure.

7.4 We may also use services including HubSpot for customer relationship management, record keeping and communications, and Google Workspace and other business productivity services to support our operations.

7.5 Some service providers may process or store information outside Australia. Where personal information is disclosed to an overseas recipient, we take reasonable steps as required under applicable Australian privacy law to ensure that it is appropriately protected.

7.6 We periodically review the service providers we use and may update them as our technology and operational requirements change.

8. Marketing communications

8.1 We may add business contact information provided to T-EDI Standards to our customer relationship management system for relationship management, record keeping and communications.

8.2 We may send users and business contacts information about T-EDI Standards, including relevant research, resources, events, programs and services, where permitted by law.

8.3 You may opt out of marketing communications at any time using the unsubscribe option provided in those communications or by contacting us.

8.4 Opting out of marketing communications does not prevent us from sending communications reasonably necessary to administer your account or provide the T-EDI Standards service.

8.5 We do not share your personal information with other organisations for their own marketing purposes.

9. Cookies and website technologies

9.1 The T-EDI Standards website and platform may use cookies and similar technologies where necessary to:

- enable website and application functionality
- maintain sessions and authentication
- support security
- remember user preferences
- understand technical performance and usage
- improve the service.

9.2 T-EDI Standards does not currently use HubSpot tracking or marketing technologies on the T-EDI Standards website or platform.

9.3 Most web browsers allow you to control or disable cookies. Disabling cookies that are necessary for authentication or functionality may affect your ability to use the T-EDI Standards platform.

10. Security of personal information

10.1 We take reasonable steps to protect personal information and T-EDI Standards information from misuse, interference, loss and unauthorised access, modification or disclosure.

10.2 We use administrative, technical and organisational security controls appropriate to the nature of the information and our services. Access to systems and information is restricted according to operational requirements and authorised access. 10.3 While we take reasonable measures to protect information, no method of electronic transmission or storage can be guaranteed to be completely secure.

10.4 If we become aware of an eligible data breach involving personal information, we will respond in accordance with our obligations under the Privacy Act, including the Notifiable Data Breaches scheme where applicable.

11. Retention and deletion

11.1 We retain personal information only for as long as reasonably necessary to provide the T-EDI Standards service, maintain appropriate business and legal records, and meet applicable legal or contractual obligations.

11.2 When personal information is no longer required, we take reasonable steps to securely delete or de-identify it.

11.3 You may request deletion of personal information associated with your user account, subject to any information we are required or reasonably entitled to retain for legal, contractual, security or record-keeping purposes.

11.4 Deletion of an individual's personal information or user account does not necessarily require deletion of the participating organisation's T-EDI Standards assessment history, responses or scores. Organisational assessment information may continue to be retained for benchmarking, longitudinal analysis, research and impact measurement as described in section 5.

12. Accessing and correcting your personal information

12.1 You may request access to personal information we hold about you or ask us to correct information that you believe is inaccurate, out of date, incomplete, irrelevant or misleading.

12.2 To make a request, contact us using the details below.

12.3 We may need to verify your identity before providing access, making a correction or processing a deletion request.

12.4 There may be circumstances under the Privacy Act in which we are permitted or required to refuse access. Where required by law, we will explain the reason for doing so.

13. Third-party websites

13.1 The T-EDI Standards website may contain links to websites or services operated by third parties.

13.2 Those organisations have their own privacy policies and information-handling practices. T-EDI Standards is not responsible for the privacy practices of third-party websites or services

that we do not control.

13.3 We encourage you to review the privacy information provided by those organisations where relevant.

14. Privacy complaints

14.1 If you have a concern or complaint about how we have handled your personal information, please contact us at: hello@tedistandards.com

14.2 Please provide enough information for us to understand and investigate your concern. We will investigate privacy complaints and respond within a reasonable period.

14.3 If you are not satisfied with our response, you may be entitled to make a complaint to the Office of the Australian Information Commissioner (OAIC).

15. Changes to this Privacy Policy

15.1 We may update this Privacy Policy from time to time to reflect changes to our services, technology, information-handling practices or legal obligations.

15.2 The current version will be published on the T-EDI Standards website and will identify the date on which it was last updated.

15.3 We encourage you to review this Policy periodically.

16. Contact us

For questions about this Privacy Policy, requests to access, correct or delete personal information, or privacy complaints, please contact:

Project F Australia Pty Ltd
ABN 76 631 747 969
trading as T-EDI Standards

Email: hello@projectf.com.au

Approved by

Full Name: Emma Jones, CEO, Project F Australia Pty Ltd

Date: 4 September 2026