



**Association of Consulting Architects**  
**www.aca.org.au**  
**Privacy Policy for Time Cost Calculator**

Effective Date: 16th April 2024

This Privacy Policy describes how we collect, use, and disclose your personal information when you use our application. By using Time Cost Calculator, you consent to the collection and use of your personal information as described in this policy.

**1. Information We Collect**

- **Personal Information:** When you use the Time Cost Calculator, we may collect personal information such as your name, email address, and contact details.
- **Overheads Data:** With your explicit consent, we may collect overheads data anonymously to share with other users and the Association of Consulting Architects (ACA).
- **Project Phase Data:** With your explicit consent, we may collect project phase data to share with the ACA for the purpose of improving the application.

**2. How We Use Your Information**

- We may use your personal information to provide and improve our services, communicate with you, and respond to your inquiries..

**3. Information Sharing**

- We do not share your personal information with any third parties unless required by law.
- Overheads data may be shared anonymously with other users and the ACA, provided you have given consent.
- Project phase data may be shared with the ACA, with your explicit consent, to contribute to the improvement of the Time Cost Calculator application.

**4. Data Security**

- We take reasonable measures to protect your personal information from unauthorized access, disclosure, alteration, or destruction.

**5. Changes to This Privacy Policy**

- We may update this Privacy Policy from time to time. Any changes will be reflected on this page, and the effective date will be updated accordingly.

**6. Contact Us**

- If you have any questions or concerns about this Privacy Policy or our practices, please contact us at [national@aca.org.au](mailto:national@aca.org.au)

By using Time Cost Calculator, you acknowledge that you have read and understood this Privacy Policy.