

## Purpose.

The purpose of this privacy policy is to:

- Clearly communicate the handling practices of personal information.
- Enhance the company's transparency of its operations.
- Educate workers or other stakeholders in what is regarded as personal information and the protocols in handling such material.

## Policy.

### Obligations

This company is bound by the Australian Privacy Principles (APPs) in the Privacy Act 1988 (Cth) (the Privacy Act), which regulate how businesses collect, use, store and disclose personal information, and how individuals may access, and correct personal information held about them or make complaints about the handling of their personal information.

### Personal Information

Personal information is defined in section 6(1) of the Privacy Act as 'information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- whether the information or opinion is true or not, and
- **whether the information or opinion is recorded in a material form or not.**

What constitutes personal information will vary, depending on whether an individual can be identified or is reasonably identifiable given the circumstance. We only collect your personal information when it is reasonably necessary for our business activities.

The types of personal information we collect will depend on the circumstances in which the information is collected, and may include information such as:

- Your name and contact details (including postal address, email address and phone numbers).
- Information used to verify your identity (e.g. date of birth and driver's licence).
- Details about your relationship with us (including occupation, title and place of work).
- Records of any dealings with us (including all forms of correspondence with us).

### Third Parties

Your personal information is not shared with any third parties unless it is a requirement to conduct business.

Some of the third parties that we may disclose your personal information to include:

- Third parties to whom you have asked us to disclose your personal information;
- To potential or current clients and tendering authorities;
- Our contractors who provide services to us

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- For use on company marketing material, website, brochures, etc.
- Our accountants, insurers, lawyers, auditors and other professional advisers;
- If we, or our assets, are or may be acquired by a third party (or where we acquire, or are seeking to acquire, a third-party business or its assets), that third party and their advisors;
- In certain circumstances, third parties that require the information for law enforcement or to prevent a serious threat to public safety; and
- Other third parties as permitted or required by law.

Where we disclose your personal information to third parties, we will use reasonable commercial efforts to ensure that such third parties protect your personal information in a manner consistent with this privacy policy.

### Media

We do not knowingly share your personal information and seek to adopt all reasonable care in ensuring your privacy is respected in all our business operations.

From time to time our company may communicate to you via email important messages or information. These will always contain an unsubscribe option.

### Freedom of information

Individuals have a right to request access to their personal information and to request its correction if it is inaccurate, out of date, incomplete, irrelevant or misleading.

We may amend this Privacy Policy at any time and for any reason. The latest version will be available upon request from any worker or third-party provider.