

P-0157

PRIVACY POLICY

OUR COMMITMENT

The Group is legally bound by the *Privacy Amendment (Enhancing Privacy protection) Act 2012*.

The Privacy Amendment Act 2012 commenced on the 12th of March 2014 and requires the Company to comply with the 13 Australian Privacy Principles (APPs). These set out minimum standards the Company must meet in regards to personal information that is collected or used by the Company.

The Group will take all reasonable steps to protect the privacy of the personal information that is collected, uses or discloses and abides by The 13 Privacy Principles. The APPs that we abide by are: Openness & Transparency, Anonymity and Pseudonymity, Collection, Dealing with Unsolicited Personal Information, Notification of the Collection, Use or Disclosure, Direct Marketing, Cross-Border Disclosure, Quality, Security, Access and Correction.

APPLICATION OF THIS POLICY

This policy applies to all employees and prospective employees of the Company. This Policy does not apply to acts and practices of the Company which relate directly to the personal information the Company collects from customers, suppliers, contractors, agents and any other individuals.

WHAT IS PERSONAL INFORMATION?

Personal information is any information that can be used to identify a person.

Sensitive information includes, but is not limited to, information about a person's health, race or ethnic origin, political or religious beliefs, membership of a trade union or association, or criminal record. The Company will not disclose a person's sensitive information without the person's written consent, unless such information is required to comply with any other Act or legislation.

PROSPECTIVE EMPLOYEES/JOB APPLICANTS

Information Collected

The Company collects personal information from job applicants and prospective employees for employment purposes. If an applicant fails to provide any lawfully requested information it may result in their application being delayed or being made unsuccessful. Any false information which is provided by a job applicant may result in the persons' application being unsuccessful or if employed, result in the termination of employment.

Access to and Correction of Personal Information

Subject to any agreed or lawful exceptions, a job applicant has a right to: access and copy their personal information which is held by the Company; and correct any incorrect information held by the Company about the applicant.

Security of Personal Information

The Company will take reasonable steps to secure a job applicant's personal information.

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Complaints

If a job applicant has a complaint about the Company's privacy practices it should contact the Company's Privacy Officer.

EMPLOYEES

Inspection of Certain Records by Employees

Company employees do not have a general right to access and review their personal records which is held about them by the Company. Employees may however, access certain statutory employment records including:

1. the name of the industrial instrument or instrument under which his/her employment is regulated. For example, the name of the relevant Award Agreement, Enterprise Bargaining Agreement or Australian Workplace Agreement;
2. his or her time and wages records including overtime (if applicable) and remuneration;
3. his or her records of leave, including leave taken and available entitlements;
4. his or her records of superannuation contributions; and
5. workers compensation records, if an employee has had an accident.
6. The Company will provide an employee with a copy of these records within 5 days of the request being made. These records will be made available to the employee at either the premises where the employee works or at other mutually agreed premises. All other employment records are exempt from the *Privacy Amendment Act 2012* and those employment records and personnel records may not be made available to employees.
7. An employee will not be provided with access to another employee's records.
8. Maintenance of Records
9. The Company is required to keep employee records for seven years from the date on which an entry is made or from termination of an employee's employment, depending on which happens first.
10. In the case of other records such as tax records, the Company must maintain those records for a continuous period of seven years from the date the entry is made.



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Employee Obligations

All employees of the Company must not disclose confidential or personal information which is collected by the Company about its suppliers, customers, agents or contractors. If an employee is not sure whether information is confidential or personal then they must check with the Company's Privacy Officer or their immediate manager.

Confidential and Personal Information is information that is not in the public domain. It includes, but is not limited to, the following types of information:

- any personal information about an individual;
- any information about a supplier, customer, agent or contractor of the Company;
- any personal information about an employee or colleague (including a prospective or former employee); and
- any information about the Company's business affairs or business systems.

I understand and agree to adhere to The Group's Privacy Policy whilst in their employment

Name: _____

Signature: _____

Date: _____

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