

Our Company complies with the Australian Privacy Principles as set out in the Privacy Act 1988 (Clth), which regulate the collection, use, disclosure, and management of personal information to protect the privacy of individuals.

The Australian Privacy Principles cover:

- Open and transparent management of personal information
- Anonymity and pseudonymity
- Collection of solicited personal information
- Dealing with unsolicited personal information
- Notification of the collection of personal information
- Direct marketing
- Cross-border disclosure of personal information
- Adoption, use or disclosure of government related identifiers
- Quality of personal information
- Security of personal information
- Access to personal information

We collect personal information of employees and workers, and potential employees to engage with them, conduct operations and meet our legislative obligations. The type of personal information collected includes personal contact details, user specific personal information (eg memberships, travel details such as passports etc), IT user information and IT usage data. Location data is collected via GPS surveillance system when using Company vehicles.

All information collected is stored securely and only accessible to those with approval from the Chief Executive Officer or the Chief Operating Officer.

Personal information will only be disclosed where permitted by the individual (eg booking travel), or where required by law (eg ASIC submissions) or a policy of insurance (eg submitting claims). Employees and workers may request copies of their personal information held by the Company. Employees and workers should ensure their personal information is updated as required.

Complaints about privacy are made to the Chief Executive Officer.