

AUSPOL-020 PRIVACY POLICY

PURPOSE

To ensure compliance with our moral, legal and ethical 'duty of care' to provide a safe and healthy work environment for workers, contractors, sub-contractors, suppliers, clients and visitors at any work site under our direct control. This is extended to include members of the public and anyone who may be impacted by our operations

OBJECTIVES

To achieve a safe and healthy working environment and culture within AusLinc Pty Ltd by providing clear and consistent information, support and training to achieve the commitment and cooperation of its management, workers, contractors, sub-contractors and visitors on any site under our control or at any other time when acting on behalf of, or representing, the Company.

Be committed to providing quality services maintaining our ongoing obligations in respect of how we manage personal information.

AusLinc Pty Ltd will:

- Collect only information that is relevant and necessary in relation to your connection to AusLinc Pty Ltd;
- Ensure we have adopted the ****[Australian Privacy Principles](#)** (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act).
- Will collect the information in an unobtrusive manner;
- Ensure that the information will not be used for any purpose other than that for which it was collected;
- Use physical and electronic security measures including restricting access to our offices, and databases to keep information secure from misuse, loss or disclosure;
- Ensure individuals are only be given access to their own information;
- Not release any personal information to an external party other than with the written permission of the individual that the information related to, other than as required by the legislation;
- Ensure confidentiality by keeping electronic and hard copy employee files locked and restrict access to these files by the HR and Accounting Departments as necessary only to undertake their required duties;
- Destroy personal information which is collected as soon as is practicable and / or legal;
- Protect the identity of any employee reporting issues in the workplace.

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses and phone numbers.

This Personal Information is obtained in many ways including interviews, application forms, by telephone, email, or via our website, from your website, from media and publications, from other publicly available sources, from cookies and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of assessing suitability either as a worker, supplier or other business connection to Auslinc Pty Ltd. When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing, we will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information. In order to protect your Personal Information, we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Policy Updates

This Policy may change from time to time and is available on our website or from the HSEQ administration.

Privacy Policy Complaints and Enquiries

If you have any queries, feedback, complaints or comments about our Privacy Policy please contact us at: PO Box 7042, Safety Bay, WA, 6169.

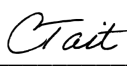
RESPONSIBILITIES

- The Managing Director is accountable for the Company's compliance with this policy and must demonstrate due diligence in all HSE matters.
- The HSE Compliance Officer is responsible for ensuring this policy is maintained and current versions available.
- All line managers and supervisors are responsible for ensuring the correct procedures are implemented.

COMMITMENT

This policy is fully approved and supported by the AusLinc Pty Ltd management and reviewed on an annual basis, or earlier if changes are required based on changes to legislation or company operating standards.

Approved by: Craig Tait

MANAGING DIRECTOR:  01/12/2024