

PRIVACY POLICY

This policy applies to all directors, officers and employees and serves as a guide for how personal information is collect, used, stored, managed and disclosed.

The primary objective of this policy is to ensure the Company and its employees comply with the Australian Privacy Principles (APP) as set out in the Privacy Act 1988 (Cth) as amended.

The key features of the **Privacy Policy** are:

- a) Personal information means information or an opinion that can identify you as an individual or from which your identity can reasonably be ascertained.
- b) The type of information that the Company collects and holds for employees may include:
 - 1. Personal Details (e.g. name, address, date of birth, telephone number, email address, drivers' licence)
 - 2. Payroll Details (e.g. banks account details, tax file number, superannuation details)
 - 3. Health Details (e.g. pre-employment medical results, declared medications, A&OD test results)
 - 4. Employment Details (e.g. qualifications, screening checks, union or professional memberships)
 - 5. Other (e.g. images collected via CCTV footage, location information from supplied mobile devices)
- c) Some of the information that the Company collects and holds is classified as sensitive information and will not be collected unless the Company has received your express consent and the information is reasonably necessary to allow the Company to undertake business functions and activities.
- d) The Company will endeavour to collect personal information from you directly. Where this is not reasonably practicable, the Company may collect information from third parties, where the Company reasonably believes, you have consented to these sources collecting and disclosing the information.
- e) Personal information shall be stored electronically and in paper form. The security of employee information is important and the Company will take all reasonable steps to protect it from misuse, unauthorised access, modification or disclosure.
- f) The Company shall collect, hold, use and disclose personal information that is reasonably necessary to allow the organisation to perform and function its activities or which the Company is otherwise permitted to collect, hold, use and disclose by law.
- g) If you have any concerns about the way in which your personal information is being handled by the Company, then you may lodge a complaint directly with the Company's Senior Legal Counsel or via the Stopline Reporting Hotline. All complaints will be taken seriously and investigated.
- h) Any persons found to be in breach of the requirements under the Privacy Act or this Policy will be investigated and if substantiated may result in disciplinary action up to an including termination of employment and criminal charges.

A handwritten signature in black ink, appearing to read "John Murray".

John Murray | Executive General Manager – Autocare Services