

# PRIVACY POLICY

Crushing Services Australia (CSA) is committed to protecting the privacy and security of our customers, employees, and website visitors. CSA collects personal information when it is provided to us directly, such as when customers place orders, when employees apply for jobs, or when website visitors fill out contact forms. This policy aligns with the *Privacy Amendment (Privacy Sector) Act 2000*.

## Commitment

In support of this policy, CSA will:

- Take reasonable steps to protect personal information from unauthorised access, disclosure, and misuse
- Retain personal information only for as long as necessary to fulfill the purposes for which it was collected, or as required by law
- Not sell or rent personal information to third parties
- Only use personal information for the purposes for which it was collected

## Responsibilities

To achieve these commitments, CSA management has a responsibility to:

- Ensure the appropriate physical and information technology (IT) infrastructure is in place to securely store the information collected
- Facilitate individuals' right to access and correct information relating to them, if requested
- Securely dispose of personal information when it is no longer required

CSA may review and update this policy periodically. Any changes will be communicated to all employees and contractors.

The Managing Director of CSA will ensure that all necessary resources and support will be available to ensure the successful application of this policy. This policy applies to all CSA employees, contractors and other personnel involved in activities pertaining Company operational activities.

Doc Number	Approved By	Position	Reviewed by	Position	Rev Date	Version #	Page
CSA-Hr-ADM-POL-0094	James Kelleher	Managing Director	Patrick O'Boyle	General Manager	03/02/2025	2	1 of 1