 PO Box 3407 Toowoomba QLD 4350	CORPORATE POLICY	Newlands Civil Construction Pty Ltd ABN 41 133 339 778	
	<b>PRIVACY</b>	Newlands Commercial Construction Pty Ltd ABN 64 166 350 563	
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## 1. Purpose

Newlands Civil Construction Pty Ltd and Newlands Commercial Construction Pty Ltd (NCC) are committed to protecting and maintaining the privacy, accuracy and security of all personal information.


The Privacy Policy follows the standards of the National Privacy Principles set by the Australian Government for the handling of personal information under the *Privacy Act 1988* (Cth) (Privacy Act). NCC ensures compliance by adhering to the Australian Privacy Principles (APPs) set out in Section 1 of the Privacy Act. NCC acknowledges responsibility to be responsive to guidelines and policy produced by the Office of the Australian Information Commissioner.

## 2. Scope

This Policy applies to all NCC employees, subcontractors, suppliers, clients and any other person potentially accessing our website or providing us with any information.

## 3. Policy

- 3.1 The type of information NCC collects and holds includes (but is not limited to) personal information and other sensitive information about:
  - 3.1.1 Job applicants, staff members and contractors; and
  - 3.1.2 Other people who come in contact with NCC;
- 3.2 NCC only collects such personal information that it needs to function as civil and commercial construction organisations and to fulfil its duty of care to its employees;
- 3.3 NCC will generally collect personal information held about an individual by ways of forms filled out, face to face meetings, interviews, telephone calls and other communications;
- 3.4 In some circumstances, NCC may be provided with personal information about an individual from a third party, eg. a report provided by a medical professional or a reference from another Company;
- 3.5 The primary principle is that NCC will not use the Personal Information collected by NCC for purposes other than those for which it was collected, unless NCC has the relevant individual's permission. The purpose of collection is determined by circumstances in which the Personal Information was collected and/or submitted;
- 3.6 NCC will retain Personal Information for the period necessary to fulfil the purposes outlined in this Privacy Policy unless a longer retention period is required or permitted by law;
- 3.7 Personal Information is used to enable NCC to operate NCC business. This may include:
  - 3.7.1 To satisfy NCC legal obligations and allow NCC to discharge its duty of care;
  - 3.7.2 Day to day administration of NCC;
  - 3.7.3 Looking after employee's medical well-being;
  - 3.7.4 Assessing and (if successful) engaging the applicant, staff member or contractor;
  - 3.7.5 Administering employment and other contracts;
  - 3.7.6 Insurance purposes;
  - 3.7.7 Satisfying NCC legal obligations;
  - 3.7.8 As required or permitted by any law (including the Privacy Act);
- 3.8 NCC may disclose personal information, including sensitive information, held about an individual to third parties in a manner compliant with the National Privacy Principles in the course of NCC business. These third parties include:
  - 3.8.1 Another Company;
  - 3.8.2 Government Departments;
  - 3.8.3 Third party technology providers (who may be located outside Australia) who provide services necessary to operate NCC business;
  - 3.8.4 As part of a sale (or proposed sale) of all or part of NCC business;
  - 3.8.5 During investigations into an individual's conduct in so far as it relates to the relationship NCC has with an individual, or a possible contravention of any relevant laws or regulations;

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- 3.8.6 Where NCC reasonably believes that individuals may be engaged in fraudulent, deceptive or unlawful activity that a governmental authority should be made aware of;
- 3.8.7 With NCC related bodies corporate;
- 3.8.8 Others you have authorised NCC to disclose information to; and
- 3.8.9 Anyone required or permitted by any law (including the Privacy Act);
- 3.9 NCC may also obtain some personal information from third parties when using NCC's website. The use of the facilities and services available through the website will determine the amount and type of information which it collects about third party users;
- 3.10 NCC will use all personal information received from third parties via its website in accordance with the above Policy. Some of this information will not be personal information because it will not reveal the user's identity;
- 3.11 NCC takes advantage of the Google Analytics service offered by Google Inc. The information gathered by this service is used by NCC to provide general statistical data regarding the use of the NCC website, to maintain quality of service and to improve the operation of the website; Visit <http://www.google.com/analytics/learn/privacy.html> to view Google's privacy policy and find out more;
- 3.12 NCC may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with 'cloud' service providers that are situated outside Australia, or to facilitate a Company exchange. However, NCC will not send personal information about an individual outside Australia without:
  - 3.12.1 Obtaining the consent of the individual (in some cases this intent will be implied); or
  - 3.12.2 Otherwise complying with the Australian Privacy Principles or other applicable privacy legislation;
- 3.13 NCC endeavours to ensure that the Personal Information that it holds is accurate, complete and up to date;
- 3.14 Under the Privacy Act an individual has the right to obtain access to any personal information which NCC holds about them and to advise NCC of any perceived inaccuracies. NCC has in place standard policies in relation to access to, and correction of, records which contain personal information;
- 3.15 A person may seek access to their personal information file and to update their personal information held by NCC by making a request in writing to the HR Manager at any time. To make a request write to:
 

HR Manager – NCC  
 PO Box 3407  
 TOOWOOMBA QLD 4350  
 Email: PrivacyOfficer@newlands.com.au
- 3.16 Subject to legal requirements with respect to the retention of records, NCC will take all reasonable steps to destroy, or permanently de-identify, personal information if it is no longer needed for any purpose for which the information was provided. Unsolicited personal information that is not needed by NCC will be destroyed. Personal information will only be removed/destroyed by a secure means.


#### 4. Definitions

**Sensitive Information** – information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

**TMT** - NCC's Top Management for the purposes of this document consists of the Managing Director, CFO and General Managers (Civil & Commercial)

#### 5. Responsibilities

- 5.1 NCC and its employees, contractors and other authorised representatives will take all reasonable precautions to protect Personal Information from unauthorised access. This includes appropriately securing NCC physical facilities and electronic networks;
- 5.2 NCC may appoint a Privacy Officer to oversee the management of this Privacy Policy and compliance with the National Privacy Principles and the Privacy Act. This officer may have other duties within NCC business and also be assisted by internal and external contractors, professionals and advisors;
- 5.3 Further information about the way NCC manages personal information it holds can be obtained by contacting the Privacy Officer (on the details above);

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- 5.4 Complaints involving an alleged breach of the APPs by NCC should be presented in writing to the Privacy Officer. NCC will investigate any complaint and will notify the decision in relation to the complaint as soon as practicable after it has been made;
- 5.5 NCC understands an individual's right to keep their personal information private is highly important;
- 5.6 NCC is committed to protecting and maintaining the privacy, accuracy and security of an individual's personal information.

TMT assumes the ultimate responsibility for Quality, Safety and Environmental requirements and core business practices in the workplace. TMT plans, manages, monitors, reviews, and direct actions and allocate resources to support workers at every level to identify hazards, assess, control and evaluate risk in all areas of NCC operations.