



# PRIVACY POLICY

We are committed to protecting the privacy of all individuals. Any information from which an individual's identity is apparent or can be reasonably ascertained, such as a person's name or contact details, will be protected by the principles outlined in this Privacy Policy.

To deliver our commitment, we will:

- communicate this Privacy Policy to all employees, companies and contractors performing services for us, to ensure they are aware of their requirement to comply with our privacy principles;
- comply with our Code of Ethics and the Privacy Act 1988 as amended by the Privacy Amendment (Private Sector) Act 2000 ("Act");
- ensure lawful, fair and unobtrusive means are used to only collect personal information that is necessary for our business purposes;
- collect sensitive information only with the individual's consent;
- not disclose any personal information to any unrelated third party, except with the individual's consent or where we are required by law to do so;
- dispose of personal information in a secure manner when we have no further need for it or are required by law to do so;
- ensure only authorised personnel who have agreed to confidentiality have access to personal information;
- strive to keep personal information up to date and accurate;
- allow all individuals to access their personal information and provide written notification of any change, modification or correction;
- periodically review and revise this Privacy Policy to maintain its relevance.

Every employee has a responsibility to comply with this policy and our procedures covering the protection of personal information.



D K Saxelby  
Managing Director