



Privacy Policy

This is a high-level summary for all staff. Full details are set out in the Privacy Policy.

Our Commitment

LSH Group Australia is committed to protecting personal information in accordance with the *Privacy Act 1988 (Cth)*, the *Australian Privacy Principles (APPs)*, the *Notifiable Data Breaches (NDB) Scheme*, and the *Spam Act 2003 (Cth)*.

What is Personal Information

Personal information is any information or opinion about an identifiable individual. This includes customer, employee, and stakeholder information.

Some information (e.g. health, ethnicity, religious beliefs) is sensitive information and requires additional protection.

Your Responsibilities

You must:

- Only collect personal information that is necessary for your role
- Be transparent about why information is being collected and how it will be used
- Ensure information is accurate, up-to-date, and complete
- Keep personal information secure and confidential
- Only use or disclose information for authorised purposes
- Follow all Company policies and legal requirements

Confidentiality and Privacy

You must not:

- Disclose customer or employee information without authorisation
- Access information that is not required for your role
- Share or store personal information in an insecure manner

Extra care must be taken when handling sensitive information.

Direct Marketing

When sending marketing communications, you must:

- Ensure appropriate consent has been obtained
- Provide a clear option for individuals to unsubscribe
- Ensure communications are accurate and not misleading

Data Security

You are required to:

- Lock your computer when unattended
- Secure documents and files appropriately
- Use authorised systems only
- Dispose of personal information securely when no longer required

Overseas Disclosure

Personal information must not be shared outside Australia unless:

- Approved by the Company; and
- Appropriate privacy protections are in place

Privacy Breaches (NDB Scheme)

You must immediately report any suspected or actual privacy breach to your Manager or Human Resources.

Examples include:

- Sending information to the wrong person
- Loss or theft of devices or documents
- Unauthorised access to systems

Failure to report breaches may result in disciplinary action.

Access and Correction

Individuals may request access to or correction of their personal information. These requests must be referred to management.

Compliance

Failure to comply with this policy may result in disciplinary action.



Acknowledgement

I acknowledge that:

- I have read and understood the Privacy Policy – One Page Summary;
- I understand that this summary does not replace the full **Privacy Policy**;
- I agree to comply with the full policy and all related Group policies;

I further acknowledge that this summary should be read in conjunction with the full **Privacy Policy** which is available on the intranet.