

DATA PROTECTION Policy

Shaw Contracting (Aust) Pty Ltd (Shaw) respects the privacy of personal information. Shaw's approach to data protection embodies the spirit of the National Privacy Principles (NPPs) as set out in the Privacy Act 1988 (Cth) (the *Privacy Act*).

WHAT IS DATA PROTECTION AND WHAT GOVERNS OUR OBLIGATIONS?

- Data protection is about safeguarding the privacy of individuals and giving them certain rights in relation to their personal information
- Shaw's legal obligations are contained in the Privacy Act 1988 (Cth) which encompasses the National Privacy Principles (NPPs)
- Although employee records are normally exempt from the Privacy Act, employees can request access to employee records held and processed by Shaw

WHAT ARE THE NATIONAL PRIVACY PRINCIPLES?

The NPP's set out in the Privacy Act 1988 (Cth) and regulate the way we collect, use and store personal information. The NPP's set minimum standards for:

1. Collecting information
2. Using and disclosing information
3. Ensuring the quality and integrity of information
4. Securing and protecting data
5. Maintaining openness and transparency about information-handling practices
6. An individual's general right of access to information held about them
7. The use and disclosure of commonwealth identifiers
8. Providing services anonymously
9. Transferring personal information out of Australia

BREACHES OF POLICY

Breaches of the Data Protection Policy will be viewed as serious misconduct.

A handwritten signature in black ink, appearing to read 'Joe Luttrell', is positioned above the printed name.

Joe Luttrell
Chief Executive Officer