



# Privacy Policy

This Policy sets out the requirements for privacy across Decmil (inclusive of all subsidiary companies of Decmil Group Limited, collectively referred to in this Policy as Decmil) and applies to all employees of the Group, third parties engaged by the Group, and all alliances and joint ventures in all jurisdictions.

Decmil have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at [www.aaic.gov.au](http://www.aaic.gov.au)

## 1. What Personal Information is Collected and Stored?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses and phone numbers.

This Personal Information is obtained in many ways including interviews, correspondence, by telephone, by email, via our main website [www.decmil.com](http://www.decmil.com), via our supply chain registration website [www.supplychain.decmil.com](http://www.supplychain.decmil.com), from cookies, from other publicly available sources and from third parties. We don't guarantee website links or policy of authorised third parties.

Decmil collects your Personal Information for the primary purpose of providing our services, providing information to our clients and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Personal information will not be shared, sold or disclosed by Decmil other than in accordance with this Policy, without an individual's permission, or in accordance with the Privacy Act.

## 2. Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent or where required or authorised by law

## 3. Third Parties

Where reasonable and practicable to do so, Decmil will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case Decmil will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

## 4. Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure

- Where required or authorised by law

Decmil may also disclose your personal information to Decmil's related companies and third-party service providers (such as IT Service Providers and Health and Safety software providers including cloud-based services providers) which we use in conducting our business. Some of these third parties may use and store data on servers that are located overseas.

## 5. Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

In accordance with the Privacy Act, Decmil is required to notify you and the Australian Information Commissioner if it becomes aware of a data breach (such as an unauthorised disclosure of or unauthorized access to data, or a loss of data) where that breach is reasonably likely to result in serious harm.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in files which will be kept by us for a minimum of 7 years.

## 6. Accessing or Correcting Your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing. Decmil will respond to a request within a reasonable time, and in the manner requested, unless there is a legal or administrative reason preventing Decmil from doing so. In some cases, a reasonable fee may be charged for providing access.

In order to protect your Personal Information, we may request identification from you before releasing the requested information.

It is an important to Decmil that your Personal Information is up to date. Decmil will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records.

## 7. Policy Updates

This Policy may change from time to time and is available on our website.

## 8. Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy, please contact us at:

**Telephone:** 1300 DECMIL

**Email:** [reception@decmil.com.au](mailto:reception@decmil.com.au)

**Postal Address:** PO Box 1233, Osborne Park WA 6916



**Rod Heale**

Chief Executive Officer