

# PRIVACY POLICY

September 2022

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## 1 PURPOSE

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This Privacy Policy (the **Policy**) describes how Collgar Renewables Pty Ltd ("**we**", "**us**", "**our**" and the "**Company**") collects and handles the personal information including sensitive information of our employees, contractors<sup>1</sup>, landowners, and Collgar Community Fund (**CCF**) applicants.

You consent to us collecting, holding, using, and disclosing your personal information in accordance with this Privacy Policy. If you do not provide us with certain personal information, we may be unable to provide services to you, contract with you or employ you.

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## 2 DEFINITION

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'Personal information' is defined in the Privacy Act 1988 (Cth) to mean any information or opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not and whether the information or opinion is recorded in a material form or not.

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## 3 TYPE OF PERSONAL INFORMATION

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The kind of personal information we collect and hold from you may include:

- your identity and contact details including IP addresses;
- employee record information;
- photographs;
- communications between you and us;
- your health and medical information including vaccination status;
- location information;
- your bank account details and other financial information;
- references from past employers and referees;
- information collected during the interview or recruitment process including psychometric and aptitude test results;
- educational details, academic and other transcripts, employment history, skills, and background checks;
- police clearance checks and criminal history records;
- driving behaviour;
- information collected during the Collgar Community Fund (CCF) application process; and

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<sup>1</sup> A 'contractor' is any person the Company enters into an agreement with to provide goods and/or services on its premises, which includes, but is not limited to contract workers, consultants, construction workers, sub-contractors and other workers engaged to attend a work site.

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## 4 WHY WE COLLECT/HOLD PERSONAL DETAILS

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We collect, hold, and use your personal information so that we can:

- manage our relationship with you;
- contact you;
- comply with our legal obligations and assist government and law enforcement agencies;
- provide to stakeholders enabling employees to attend stakeholder meetings and visit premises;
- manage our workplace and ensure workplace health and safety;
- comply with stakeholder requests to allow them to manage their workplace health and safety obligations; and
- assess your suitability for CCF applications.

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## 5 HOW WE COLLECT PERSONAL INFORMATION

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We will collect most personal information directly from you when you commence your relationship with us through employment-related communications, contractual engagements and landowner-related interactions. However, we may also collect personal information from the following third parties:

- publicly available records;
- parties to whom you refer us, including previous employers and referees;
- recruitment agencies;
- online searches; and
- social media.

When we obtain personal information from third parties to whom you refer us, we will assume you have notified that third party of the purposes involved in the collection, use and disclosure of the relevant personal information.

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## 6 HOW WE HOLD PERSONAL INFORMATION

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We store most information about you in electronic records within our own secure network, databases and through third-party data storage providers. Access to personal information within our network is restricted and limited to authorised individuals. Some information about you is recorded in paper files that we store securely.

We implement and maintain processes and security measures to protect personal information which we hold from misuse, interference, or loss, and from unauthorised access, modification or disclosure. These processes and systems include:

- requiring all employees to comply with internal information security policies and keep information secure;
  - requiring all employees to complete training about information security;
  - the use of identity and access management technologies to control access to systems on which information is processed and stored;
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- ensuring that all employee information is stored securely, and access is limited;
- monitoring and regularly reviewing our practices against our own policies and against industry best practice; and
- third-party data storage providers are required to protect personal information in accordance with applicable laws and take appropriate technical and organisation measures against unauthorised or unlawful use of personal information or its accidental loss, destruction, or damage.

We will also take reasonable steps to destroy or de-identify personal information once we no longer require it for the purposes for which it was collected or for any secondary purpose permitted under the Australian Privacy Principles.

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## 7 WHO WE DISCLOSE THE INFORMATION TO

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We may transfer or disclose your personal information to our related companies.

We collect, hold, use, and disclose personal information for the purposes for which it was collected, related purposes, and other purposes including where:

- we are required or authorised by law to do so;
- you may have expressly consented to the disclosure, or the consent may be reasonably inferred from the circumstances;
- we are otherwise permitted to disclose the information under the Privacy Act 1988 (Cth); or
- we are required to disclose personal information to enable external service providers to perform services for us or on our behalf.

If the ownership or control of all or part of our business changes, we may transfer or disclose your personal information to the new owner.

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## 8 ACCESS TO & CORRECTION OF PERSONAL INFORMATION

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You may access or request correction of the personal information that we hold about you by contacting us. There are some circumstances in which we are not required to give you access to your personal information.

We will respond to your requests to access or correct personal information in a reasonable time and will take all reasonable steps to ensure that the personal information we hold about you remains accurate, up to date and complete.

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## 9 CONTACT DETAILS

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Any questions, comments, or concerns, regarding the Privacy Policy or privacy-related matters please contact the Office Manager on (08) 6465 9106.

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## 10 CHANGES TO THIS POLICY

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From time to time it may be necessary for us to review and revise our Privacy Policy in relation to how we handle personal information. We may notify you about changes to this Privacy Policy by posting an updated version on our intranet website or SharePoint site for internal employees. We encourage you to check our website and SharePoint from time to time to ensure you are familiar with our latest Privacy Policy.

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## 11 RELATED DOCUMENTATION

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- Code of Conduct
- Employment Contract
- Equal Employment Opportunity (EEO) Policy
- Fit for Work Policy
- Health Safety Environment and Quality (HSEQ) Policy
- Privacy Act 1988 (Cth).

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## 12 VERSION CONTROL

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Issue	Revised Date	Description	Author	Approved By
1	September 2022	Policy created	C Burger	Board
Date of next review – January 2024				