

INFORMATION PRIVACY POLICY

BIC Policy 024 - Issue Date: 16.10.2023

Purpose

B.I.C. Services Pty. Limited (BIC) is committed to ensuring the confidentiality and security of the information our employees provide to us. To comply with legal requirements and to run our business effectively, from time to time it is necessary for us to collect certain personal information. This may include information such as names, dates of birth, addresses, contact details and tax file numbers. Additional personal information may be required depending on business requirements.

This Information Privacy Policy explains how we manage employee's personal information in accordance with the Privacy Act 1988 (Cth). This Privacy Policy may be updated from time to time.

Scope

The policy applies to all BIC Directors and employees.

Collection

BIC may collect personal information directly from employees or when employees have dealings with us by telephone, letter or email; when employees visit and interact with our website; or from other sources.

If employees visit our website, statistical information may be collected in relation to the online browsing experience, but the personal details remain anonymous, and we do not trace the source back to individuals. Any personal information collected online through any online form is governed by this policy. Our websites may contain links to websites which are owned or operated by third parties. Employees should make their own enquiries as to the privacy policies of these third parties. We are not responsible for information on, or the privacy practices of, such websites.

Where we receive unsolicited personal information about our employees, we will check whether that information is reasonably necessary for our functions or activities. If it is, we will handle this information the same way we do with other information we seek from employees.

Use

Personal information will only be used for the purpose for which it was intended (unless an employee has consented to the information being used for a secondary purpose) or as part of our normal operations including billing/administrative purposes, training, risk management, undertaking planning/analysis and any other purpose for which you have given your consent.

Disclosure

The information employees provide may be disclosed within BIC and to persons who have a contractual arrangement with BIC, including other employees, agents, suppliers, contractors, lenders, solicitors, accountants, insurers, warranty providers, and other individuals or companies who assist us in providing services or products or who perform other functions on our behalf (for

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example any third party assisting with our operations and duties). Information will not be disclosed beyond this group of people unless an employee has given their consent, or unless required or authorised by law.

Security

BIC stores personal information in different ways including in paper and electronic form. We take all security measures reasonable in the circumstances to protect personal information from loss, destruction, misuse, modification or disclosure. Access to personal information is limited to those who specifically need it to conduct their responsibilities but, as far as permissible under law, BIC accepts no responsibility for the unauthorised use of personal information held by it.

The personal information may be destroyed or de-identified when it is no longer useful, or it is unreliable and cannot be corrected.

Accuracy and Access

We will take reasonable steps to ensure that the information we hold is accurate, complete and up to date and we ask that employees let us know if they believe the information to be otherwise. Employees can request details of their personal information BIC holds about them and advise us if it is inaccurate, incomplete or out of date. However, we are not always required by law to give employees access to their personal information and the exceptions differ in relation to various information.

Employees represent to us that where they provide personal information to us about another person, they are authorised to provide that information to us, and that they will inform that person who we are, how we use and disclose their information, and that they can gain access to that information.

Contact Us

If any employee would like to know more about how the information they are providing will be used or would like to know how they can access the information, seek correction of it, or make a complaint about how we are handling their personal information, they can contact our HR Department as follows:

p: 1800 683 863

e: yourteam@bic-services.com.au



Tony Gorgovski
Chief Executive Officer