

## Privacy Policy

### 1. Purpose

- 1.1 During your employment at Infinity Constructions Group and Infinity Constructions Group Melbourne (collectively known as ICG), you may come in contact with or have access to confidential information regarding ICG, its affiliates, suppliers, contractors, customers and employees. Such information is strictly confidential and must not be used or divulged (directly or indirectly) by other parties during or after their employment with ICG.
- 1.2 This policy covers the way ICG deals with personal information, so that ICG complies with the Privacy Amendment (Private Sector) Act 2000.

### 2. Scope

- 2.1 All ICG employees and contractors are bound by this policy and the Privacy Amendment (Private Sector) Act 2000. The Act has no set time limit and therefore extends to all existing and previous employees and subcontractors.

### 3. Policy

- 3.1 ICG will be responsible in handling information that comes under the company's control about its employee's, contractors and other individuals.
- 3.2 ICG will comply with the 10 National Privacy Principles contained in the above Act as follows:
  - ICG will only collect information about individuals that is necessary in the conduct of our business and we will do it in a fair and lawful way. We will tell people what we intend to do with the information that we collect about them. Where practicable, we will collect personal information directly from the individual concerned. If we collect information about an individual from someone else, we will wherever possible, make sure that we tell the individual concerned;
  - ICG will only use or disclose information about an individual in ways that are consistent with their expectations;
  - ICG will take steps to ensure that information about an individual is accurate when we collect or use it;
  - ICG will keep information collected in a secure and confidential manner;
  - ICG will be open with the individual about the kind of information we hold and what we do with it;
  - Wherever possible, ICG will let the individual see the information we hold about them and correct it if it is wrong;
  - ICG will limit our use of government identifiers (eg tax file numbers);
  - If we can, and they want us to, ICG will deal with individuals anonymously;
  - ICG will protect an individual's privacy if we send information to a third party;
  - ICG will limit the collection of highly sensitive information about a person.

### 4. Release to Meet Legal Obligations

- 4.1 ICG will release private information on the authority of the Talent and Culture Manager to extended bodies, to the extent requested where the requests are made under legal authority including but not limited to:

- Subpoena
  - Freedom of information (through the Freedom of Information Officer)
  - Court Order
  - Health and Safety Representative
  - Executor to an estate
  - Government Bodies i.e. Auditor General, Department of Immigration & Ethnic Affairs
- 4.2 ICG will only use or disclose information for the primary purpose for which it was collected. All private information that it collects, ICG will store against misuse, loss, unauthorised access and modification and only destroy records in accordance with legislative requirements.

## 5. Access

- 5.1 ICG will ensure individuals have a right to seek access to information held about them and to correct if it is inaccurate, incomplete, misleading or out of date.
- 5.2 Individuals can request access to their personal information ICG hold about them, when the request is in writing to the Talent and Culture Manager and given 7 days' notice.
- 5.3 ICG is permitted to refuse access to personal information in certain situations, for example;
- When giving access would have an unreasonable impact on the privacy of other individuals;
  - Giving access would be unlawful, or where denying access is required or authorized by an Australian law or court;
  - ICG suspects unlawful activity or misconduct of a serious nature that relates to our functions or activities.

Further information on the Privacy Amendment (Private Sector) Act 2000 can be found at:

<https://www.legislation.gov.au/Details/C2004B00628/Revised%20Explanatory%20Memorandum/Text>

Any breach to this policy could lead to disciplinary action, including but not limited to the termination of employment.

For further information on this policy, please contact the Talent and Culture Manager.



**Tom Silk**  
**General Manager**