

## PRIVACY POLICY

This policy ensures Epic Environmental Pty Ltd (Epic) compliance with the Privacy Act 1988 (Privacy Act) and outlines how Epic handles personal information. Under the Privacy Act, personal information includes but is not limited to an individual's name, signature, address, phone number or date of birth, some aspects of biometric information, employee record information & photographs.

### 1.1 Personal Information

- Epic collects personal information that is reasonably necessary for their work.
- Epic collects personal information in a lawful and fair way.
- Epic collects personal information from the employee directly (and not through third parties).
- Epic asks an employee for consent when collecting sensitive information (some aspects of biometric information, i.e. passport).
- Personal information collected includes employee details & associated documents as provided on the employee's details form (AHR-I-09), Standard choice form (superannuation details), Tax File Number Declaration Form. Employment contracts and Preemployment medical records are also kept on file.
- Personal information is kept on file electronically and saved on a secured network folder only the Directors and the HR Coordinator can access.
- At Epic, security measures are in place to avoid any data breaches of personal information (refer to Epic's Information Security Management Policy AHR-V-08).
- Personal information is kept on file for various purposes, including but not limited to the following:
  - For the purpose of accurate payroll processing .
  - For the purpose of payment of superannuation.
  - For the purpose of contacting next of kin in case of emergencies/ incidents
  - The personal information is used for the above purposes only.
- Employees can ask to view a copy of their HR file at any time, or request documents from within their file via email or as a printed copy. Updated to personal information can be requested via email by emailing the HR Coordinator.
- If employees believe their information has been mishandled, they can contact the HR Manager who will review and resolve the complaint in a timely manner.
- Employees information will not be disclosed to countries outside of Australia.
- Further general information on the Privacy Policy under Privacy Act 1988 (Privacy Act) can be found here: <https://www.oaic.gov.au/privacy/your-privacy-rights/what-is-a-privacy-policy/>