



▲ PRIVACY AND
PERSONAL
INFORMATION POLICY

November 2019



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BOOM aims to provide its employees, subcontractors and clients with the best possible support and service. To achieve this, it aims to make efficient use of the information it collects from individuals.

BOOM also wants its employees, subcontractors and clients to have confidence that, in handling personal information, we protect the privacy of that information to a level that is consistent with the Australian Privacy Principles.

BOOM's policy defines how personal information will be handled within the company. This policy regulates how personal information is handled throughout its life cycle, from collection to use and disclosure, storage, accessibility and disposal. It applies to any personal information that an individual provides to BOOM.

GUIDELINES

Definitions

The definition of "personal information" is referenced from section 6(1) of the Privacy Act 1988 as follows:

"Personal information" means information or an opinion about an identified individual, or an individual who is reasonably identifiable:-

- a) whether the information or opinion is true or not; and
- b) whether the information or opinion is recorded in a material form or not.

Personal Information

We collect

BOOM will only collect information that is necessary for one or more of its functions or activities. Any information collected from individuals will be collected lawfully and fairly.

The types of personal information we collect includes:

- names, job titles, contact and address details
- information in identification documents (for example, passport, driver's licence)
- tax file numbers and other government-issued identification numbers
- date of birth and gender
- bank account details, shareholdings and details of investments
- details of superannuation and insurance arrangements
- educational qualifications, employment history and salary
- visa or work permit status
- company medicals
- personal information about your spouse and dependants for example next of kin details.

It may be necessary in some circumstances for BOOM to collect sensitive information about you in order to provide specific services or for recruiting purposes. Examples of the types of sensitive information that may be collected in such circumstances include professional memberships and health information.

It is generally not practical to remain anonymous or to use a pseudonym when dealing with BOOM as usually we need to use your personal information to provide specific services to you, or which relate to your employment or involve you.

Collection and Management

Generally we collect your personal information from you directly (for example, when we deal with you in person or over the phone, when you send us correspondence (including via email), when you complete payroll forms and documentation, applications forms or employment surveys.

We may also collect personal information about you from your use of our websites and information you provide to us through the Careers mailbox or through Seek when you apply for a job.

If you provide us with someone else's personal information, you should only do so if you have their authority or consent to provide us with their personal information. You should also take reasonable steps to inform them of the matters set out in this Privacy Policy.

Use and Disclosure

We use personal information to enable us to provide operational services and for business development. We will only disclose personal information to a third party where we have consent to do so or the disclosure is permitted or required by law. If a court or government authority orders us to disclose any of an individual's personal information, we will use our reasonable endeavours to notify persons of this promptly to give them an opportunity to exercise their legal rights, unless order or law prohibits us from notifying them or when there is suspicion of fraud or criminal activity. We may also disclose personal information to related companies of BOOM, to clients and to external service providers, such as contractors, consultants, auditors and taxation and legal advisers. These service providers must only use the information for the function and service they have been engaged to provide.

Accuracy

All reasonable steps will be taken to ensure that personal information is accurate, complete and up to date.

Employees, subcontractors and clients can assist BOOM to keep the personal information that it holds accurate, complete and up to date, by advising BOOM appropriately of any changes that need to be made.

Security

BOOM is committed to ensuring that personal information is held securely. Personal information may be stored in hard copy documents, as electronic data, or in BOOM's software and systems.

Some of the ways BOOM seeks to protect personal information include the following:

- Confidentiality requirements on the use of information by BOOM's staff members.
- Security measures for access to BOOM's computer systems.
- Controlling access to BOOM's premises.
- Website protection measures.

Access

BOOM will, on request, provide employees, contractors and clients with access to information it holds about them, unless there is an exception that applies under the Australian Privacy Principles.

Complaints

If you wish to make a complaint to BOOM about our handling of your personal information, you can contact either Human Resources on humanresources@boomlogistics.com.au (for employment or recruitment matters) or our General Counsel on boomlogistics@boomlogistics.com.au

You will be asked to set out the details of your complaint in writing.

BOOM will endeavour to reply to you within 30 days of receipt of your complaint. In some circumstances, BOOM may decline to investigate the complaint, for example if the complaint relates to an act or practice that is not an interference of the privacy of the person making the complaint.

If you are not satisfied with the outcome of your complaint, you can refer your complaint to the Office of the Australian Information Commissioner

Obligations of BOOM employees

If a BOOM employee collects, uses, discloses or handles personal information on BOOM's behalf, the staff member must meet the relevant requirements of the Australian Privacy Principles set out in the Privacy Act. Employees must only collect, handle, use, disclose and store the information for the agreed purposes only.

BREACH OF THIS POLICY

Any employee found to breach this policy will be subject to disciplinary action, which may include counselling, warnings and/or termination of employment.

FURTHER INFORMATION AND ASSISTANCE

Any queries relating to our Privacy Policy, practices or procedures, or any reporting of an incident, should be directed to:

Relevant Human Resources Representative