PRIVACY POLICY (POL 8)

COMMITMENT

Active Display Group respects the privacy rights of all individuals in the workplace and ensures that all personal information is handled appropriately and lawfully. Furthermore, Active Display Group is committed to ensuring that all Directors and others involved in the management of Active Display Group comply at all times with their obligations under the Privacy Act 1988 (Cth).

National Privacy Principles
Active Display Group is bound by the National Privacy Principles (the Principles).

Active Display Group will keep all its employees (and anyone else who may be affected) apprised of the status of its Privacy Code.

Collection of Personal Information
Active Display Group will only collect personal information that is necessary for the business functions and activities and, or to comply with legal or regulatory obligations. The company will only collect personal information by lawful and fair means.

Information Held
Active Display Group currently holds personal information in relation to its employees, contractors and other workplace participants. This information includes, but is not limited to:

1. Tax File Numbers
2. Information relating to the personal background (such as their home address, sex, date of birth, nationality, languages spoken, their employment history, their education qualifications, any illnesses and details of contact people in case of emergency)
3. Information documenting the work history (such as their letter of appointment and bank account details as well as records of any salary adjustments, written warnings, salary sacrifice documents, performance reviews and sick leave taken).

Active Display Group is required to hold this information to:

- Ensure that both Active Display Group and its workplace participants are meeting their obligations under relevant legislation as well as their contract of employment
- Ensure the health, safety and welfare of all workplace participants at times when they are performing work for Active Display Group
- Allow appropriate insurance coverage for these workplace participants.

While Active Display Group does contract out some of its services, any of the above information will not be disclosed to any contractors or third parties without the prior consent of the affected individual. However, as Active Display Group is a large company with different work locations some of this information is accessible to certain authorised officers.

There may be certain circumstances where Active Display Group is contacted in relation to some or all of the above personal information, for example, when an Active Display Group employee has applied for a loan with a financial institution and they contacts us to verify details of income being received. Active Display Group's policy in relation to providing this information is that no personal information will be provided to any external body without the prior consent of the individual concerned.

Use and Disclosure of your Personal Information

For Active Display Group to manage and administer the business, including the employee's relationship with the company, relevant personal information may be made available to:

1. Human Resources
2. Any member of the Active Display Group of Directors
3. Group Managers
4. Any person or entity that you authorise Active Display Group to disclose information to eg, Superannuation Funds.
5. The Australian Taxation Office.
6. Any person we are required to disclose the information to by law.

Where Active Display Group needs to use your personal information for purposes other than those stated in this policy, we will obtain your consent where appropriate and necessary.

Accuracy & Security of Personal Information

Active Display Group take all reasonable steps to ensure that any personal information that is used or disclosed is complete, accurate and up-to-date. If you become aware that any personal information we hold is not accurate, you are required to notify Human Resources promptly.

Furthermore, Active Display Group will take all reasonable steps to protect your personal information and to safeguard that personal information from misuse and loss as well as unauthorised access, modification and disclosure.

Complaints and Contact Details

Anyone who feels that there has been an unwarranted invasion of their privacy should contact, our Privacy Contact Officer in person, or by email to belindaj@activedisplay.com.au