

# PRIVACY POLICY

## **General**

Summit Resources Ltd (the Company) has a firm commitment to protecting the privacy of any personal information that we collect and hold.

The Company's Privacy Policy is bound by the National Privacy Principles under the Privacy Act 1988, and in accordance with the Privacy Amendment (Private Sector) Act 2000, which took effect in December 2001.

This policy covers all personal information that we hold.

## **Collection of Information**

The Company will only collect personal information if it is necessary to our business activities. Situations in which we may collect personal information include:

- Employment and recruitment purposes
- Personnel administration
- Legal requirements (State and Federal)
- When dealing with certain Government agencies
- Safety administration

Whenever we collect personal information from you, we will do so in a fair and lawful manner. We will also advise you of the purpose/s for which the collected information will be used and how and where you are able to contact us, should you have any queries.

We will also advise you of the third parties to whom we usually disclose such information and that you are able to gain access to that personal information that has been collected.

If you do not wish to provide the information we request, we will tell you what impact this will have.

## **How Personal Information is Collected**

Personal information is collected in person, in writing, by telephone, by email and through other various methods of communication. Most of the personal information we collect is information that has been provided to us by the individual.

In some circumstances we may be provided with personal information about an individual from a third party. Third parties may include:

- Medical and health professionals
- Nominated referees
- Recruitment providers

If we collect the information from a third party we will take reasonable steps to advise you of that collection promptly. Information collected from third parties will be dealt with in accordance with the National Privacy Principles.

### **Use of Personal Information**

The Company uses personal information to select suitable staff, to facilitate the administration of staff and their records, to contact next-of-kin (only when necessary), to retain and manage staff throughout the term of engagement, to assist in safety management, performance management and career development and to comply with statutory obligations.

### **Disclosing Personal Information**

The Company will only disclose personal information in accordance with the Act. This means that we will only disclose information to a third party if:

- We told you when collecting it that it would be disclosed for that purpose, or for a related purpose that you would reasonably expect;
- We have your written consent;
- We are required by law to disclose it; or
- It is otherwise permitted under the Act.

Third parties that we may disclose personal information to include:

- Nominated referees
- Health professionals
- Insurers
- Superannuation fund administrators
- Suppliers of human resources related services to the Company
- Government agencies
- Other service providers nominated by yourself

### **Quality Information**

The Company will take all reasonable steps to ensure that the information that we collect, use and disclose is accurate, complete and up to date.

## **Management and Security of Personal Information**

Access to an individual's personal information is restricted and the Company staff are required to respect the confidentiality of personal information and the privacy of the individual.

We have in place steps to protect the personal information we hold from misuse, loss, unauthorized access, modification or disclosure, by use of various methods including password access to computerized records and lock storage of paper records.

Any personal information collected by the Company on employees is required by the Statue of Limitation to be held for a minimum of seven (7) years.

Personal information collected on persons other than employees is appropriately destroyed once it is no longer required.

## **Access to Your Personal Information**

You can access any personal information we have collected about you upon request. However, there are occasions when this access may be denied under the exemptions contained in the Act.

Circumstances in which we may refuse access could include where:

- Providing the information would have an unreasonable impact on the privacy of others
- The information relates to legal proceedings
- Providing access would be unlawful
- Providing access would prejudice certain investigations as defined by the National Privacy Principles-6.1(j)
- Providing access would reveal the intentions of the organisation in relation to negotiations
- Denying access is required or authorised by or under law

Requests for access to your personal information should be directed to the Company Secretary.

If you believe there is a discrepancy in your personal information held by us, or if any information changes, please notify the Company Secretary and we will endeavor to update and correct the information held in our records.

## **Privacy Inquiries**

If you have any questions about this privacy policy, any privacy related dealings with us or a possible breach of your privacy, or would like any further information, please contact the Company Secretary.