

Policies	POL 19	 consolidatedgroup.com.au
PRIVACY POLICY		

PURPOSE

This policy outlines Consolidated Group of Companies' commitment to protecting personal information and maintaining privacy.

Consolidated Group of Companies will collect, use, store, and manage personal information responsibly and securely in accordance with applicable Australian privacy legislation and legal requirements.

OBJECTIVES

Consolidated Group of Companies will:

- Collect only personal information that is relevant, necessary, and lawful for business, employment, or contractual purposes;
- Ensure personal information is collected fairly and without unnecessary intrusion;
- Use personal information only for the purpose for which it was collected, unless otherwise required or permitted by law;
- Protect personal information from misuse, loss, unauthorised access, modification, or disclosure through appropriate physical and electronic security controls;
- Restrict access to personal information so that individuals can access only their own information, unless authorised by law or required for legitimate business purposes;
- Store electronic and hard copy employee records securely, including locked storage and controlled system access;
- Limit access to personal and confidential records to authorised personnel (such as HR and Finance) only where required to perform their duties;
- Retain personal information only for as long as required for legal, operational, or contractual purposes and securely destroy it when no longer required;
- Not disclose personal information to external parties without the individual's consent, unless disclosure is required by law, regulation, or contractual obligation;
- Protect the identity and privacy of any employee or worker who reports concerns, complaints, or incidents in the workplace.

RESPONSIBILITIES

Management

- Ensure this policy is implemented, maintained, and reviewed;
- Exercise due diligence to ensure compliance with privacy obligations;
- Ensure appropriate systems and controls are in place to protect personal information.

Supervisors

- Ensure personal information is handled appropriately within their area of responsibility;
- Report any actual or suspected privacy breaches immediately.

Policies	POL 19	
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Employees, Contractors, and Suppliers

- Handle personal information responsibly and in accordance with this policy;
- Protect confidential information from unauthorised access or disclosure;
- Report any suspected privacy breaches or non-conformances.

RELATED PROCEDURES

Further guidance is provided in the **WHSE Safety Management System (DOC-14)**.

COMMITMENT

This policy applies to all Consolidated Group of Companies management, employees, contractors, and suppliers.

Consolidated Group of Companies is committed to protecting privacy, maintaining confidentiality, and ensuring personal information is managed lawfully and securely.

Approved



Theo Tsorvas

Director

Date 13.12.2025