

## Purpose

Protech Group (Protech) is committed to the privacy and confidentiality of personal data. This policy has been developed to outline the commitment and stakeholder responsibilities to the confidentiality and security of information held by Protech.

## Scope

This policy is applicable to all internal and external stakeholders who interact with Protech including Field Employees, subcontractors or other relevant third parties. The scope applies to all types of personal and sensitive information that Protech generates, receives, and interacts with to reach company objectives.

## Objectives

Protech will develop systems to ensure the protection of all information that is received or generated by:

- Complying with all applicable legislation regarding the confidentiality of information
- Defining and categorising information and data into required categories for Protech operations.
- Ensure stakeholders are educated and understand requirements and obligations in respect to confidentiality.
- Developing and providing secure systems to adequately store information which are accessible only to required stakeholders.
- Ensure that information is utilised professionally, ethically and for the purpose it was provided for only or with consent.
- Provide safeguards and mechanisms against unlawful access or dissemination of information.

## Responsibilities

All Protech stakeholders are required to act in accordance with the requirements and commitments of this policy. This can be achieved by:

- Ensuring that information is only utilised for the purpose for which it was collected unless consent provided.
- Only accessing and utilising the information required to complete objectives.
- Treating all information with the upmost confidentiality and ensuring all steps are taken to protect data.
- Demonstrating suitable and professional conduct when browsing the internet to prevent compromising company systems and confidentiality.
- Reporting any suspected breaches of confidentiality or this policy to management immediately.
- Taking all reasonable steps to ensure the protection of data and confidentiality from abuse.

## Commitment

Protech management, employees and stakeholders covered by this policy commit to:

- Adhering to the requirements of the Privacy Act 1988 and the Australian Privacy Principles.
- Complying with all legislative requirements for data management and confidentiality.
- Supplying information to Protech in the knowledge that Protech will share information with Clients for the purposes of placements unless prohibited by law
- Reporting all breaches, or suspected breaches of Protech data security as required.
- Using information for the purpose it was provided for only and seeking consent if another use is identified.
- Not accessing any information unrelated to the specific tasks being undertaken.
- Securely retaining information and data suitably; then securely destroying it as soon as legally possible.
- Not disseminating, sharing, copying or deleting data unless specifically authorised and/or approved.
- De-identifying or redacting any personal or identifying information as required for use in research or analysis.
- Escalating all requests to provide information to the applicable Protech manager.

## Approval

Marc Meili  
Managing Director



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