

F-605-A Privacy Policy

Introduction

At Nupress, we are committed to protecting the privacy of your personal information and as a result have adopted the following Privacy Policy which is applicable to all information that Nupress maintains concerning personal information we collect about our employees, customers and other individuals outside Nupress.

Nupress follows the 13 Australian Privacy Principles which the Federal Government has developed derived from the Privacy Act 1998 (and the 2000 Amendment to the Act).

When we talk about “*personal information*”, we use the definition provided by the Federal Privacy Act - “*personal information*” means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can be reasonably ascertained, from the information or opinion.

We require all our employees, contractors, suppliers, business partners and service providers to comply with privacy laws and continually look for ways to meet and exceed our customers’ expectations.

Collecting Information

We only collect information that is necessary for one or more of our functions or activities, and we only keep it for as long as we may require it for legitimate business purposes. This information may be of a personal nature and can include details of marital and dependent status, educational background, physical disability, employment history, and current employment status, language, literacy, and numeracy skills etc. The purpose for collecting this information maybe for example, to allow management of Nupress to develop effective training and assessment programs, according to the needs of each individual. When we collect personal information from an individual, we ensure that we do so in a fair manner.

We also let the individual know:

- How to contact Nupress
- The purposes for which the information is being collected
- The organizations, or types of organizations, to whom we may disclose the information
- The main consequences (if any) for the individual if all or part of the information is not provided, except to the extent that this is obvious
- The fact that the individual can access the information that we hold
- Any law that requires us to collect the information.

We will collect personal information directly from the individual concerned whenever practical. However, if we do collect an individual’s personal information from a third party, we take reasonable steps to ensure that the individual has been advised of the matters listed above as they apply to both the third party and our own handling of the information.

We treat certain kinds of sensitive information, such as health information, with higher standards of security and confidentiality. We will only use this sensitive information with the individual’s consent unless the law specifies otherwise.

Disclosing Information

We will only disclose personal information:

- For the purposes for which we have advised that we are collecting it, and for related purposes that could reasonably be expected in the circumstances
- With the individual's consent
- As part of the asset sale of a business or division
- As specified by law.

During our business activities, we may need to disclose personal information to our agents, service providers, business partners, government authorities and others, but will always do so in accordance with the above principles. Except where data is transferred as part of the sale of a business or a business division, we will not sell personal information under any circumstances or share it with anyone for marketing purposes unless we have advised of this on collection or otherwise obtained the individual's consent.

Unauthorised Disclosure or Use

Unauthorised disclosure or use of personal information by our employees, contractors or agents is a serious breach of this policy. Merely accessing information without proper authority is a form of unauthorized use and will not be tolerated. In the event of a breach, Nupress will take appropriate action, which may include disciplinary or legal action.

Data Quality

We will take all reasonable steps to ensure that personal data we hold is accurate, complete and up to date, and has been obtained directly from the individual or a reputable third party.

Access to Personal Information

Individuals will be able to access their personal information upon request. However, we may occasionally need to deny access to information where the law expressly allows it (for example, when someone is under investigation for fraud).

We will not sell, share, rent or otherwise provide personal information to others including people in your workplace, spouse, family members or other third parties unless we are required or permitted by law to do so or have the clear, written authority of the individual concerned.

Employees who wish to stay in contact with other employees, suppliers etc. are advised to collect names and contact information in person as Nupress is not obliged to pass on this information.

Security

Nupress will maintain your records as required by legislation, on file or in an electronic database. Access to these records is strictly controlled and our priority is to protect the personal information that we collect. Personal information will be managed confidentially and securely and will be destroyed when no longer required. We secure personal

information in the same way as we safeguard our own sensitive information. We also strive to constantly improve our business processes and the technology we use to protect data.

Privacy Inquiries and Release of Personal Information

Privacy-related inquiries or release of personal information can be directed to the Nupress Group Management.

Availability and Review of Policy & Privacy Statements

We will make our privacy policy available on request and at induction.

This policy will be reviewed from time to time and we will take steps to let individuals know of the changes that affect them where possible.

For more information on Australian Privacy Principles please visit:

<http://www.privacy.gov.au/publications/npps01.html>

And the Legislative Privacy Act can be found:

<https://www.legislation.gov.au/Series/C2004A03712>