

Policy Statement

Guidera O'Connor is committed to handling personal information in accordance with the Australian Principles in the Privacy Act 1988 (Cth). We understand the importance of keeping personal information private and confidential and will ensure all reasonable steps are taken to protect personal information from being mishandled.

Aligned with our Guiding Principles, Guidera O'Connor (GO) will ensure that all employees and stakeholders are aware of this Privacy Policy and their obligation to comply with our privacy standards.

Collection of personal information We collect personal information necessary for the conduct of our business activities, including but not limited to:

- Employee records such as names, addresses, contact details and employment history.
- Job applications and resumes submitted by individuals seeking employment with us.
- Contact information about clients, suppliers, vendors and other business contacts.

Use and disclosure of personal information Personal information collected by us will only be used for the purposes for which it was collected, or otherwise permitted by law. This may include:

- Employment-related purposes such as recruitment, payroll and compliance with workplace laws.
- Communication with clients, suppliers and other business contacts.
- Legal and regulatory compliance obligations.

We do not disclose personal information to third parties unless:

- The individual has consented to the disclosure.
- The disclosure is required by law or for law enforcement purposes.
- The disclosure is necessary for the provision of services or conduct of our business activities.

Personal information is not likely to be shared or stored outside Australia.

Risk management We implement a comprehensive risk management approach to identify, assess, and mitigate potential risks to personal information. This includes regular risk assessments, monitoring of data processing activities and implementing appropriate security measures to address identified risks.

Data security and storage We take reasonable steps to protect personal information from misuse, loss,

unauthorised access, interference, modification or disclosure. This includes secure storage and access controls for electronic and hard-copy records.

Access control We enforce strict access control measures to ensure that only authorised persons have access to personal information. Access is granted based on the principle of least privilege and regular reviews are conducted to ensure access rights are up-to-date and appropriate.

Incident management We have established an incident management process to detect, report, and respond to security incidents promptly, including procedures for handling data breaches.

Access and correction Individuals have the right to access their personal information held by us and to request correction if it is inaccurate, incomplete, or outdated. Requests for access or correction should be made in writing to the contact person listed below.

Complaints and concerns If individuals have concerns about how we have handled their personal information, they are to advise the contact person in this policy. We take privacy complaints seriously and will investigate promptly to address any issues.

Changes to this privacy policy We may update this privacy policy from time to time to reflect changes in our practices or legal obligations, any updates will be published accordingly.

Training and awareness We provide regular awareness programs to ensure employees understand their responsibilities regarding data privacy and security.

Contact information Any questions about our privacy policy or practices, contact: Executive Manager People and Culture, Guidera O'Connor, 31 Holland Street Thebarton SA 5031, (08) 8238 9999, peopleandculture@goc.net.au

Our agreed goals:

- We will ensure that all reasonable steps are taken to maintain the integrity of personal information collected and stored for business activities.
- Everyone has a responsibility to comply with privacy standards to ensure that misuse of personal information does not occur.



Richard Trapp, CEO
26 March 2025

