



Privacy Policy

Document 10000-P0704 Rev 5

Date: 4 February 2022

This policy applies to all Nuffield Group team members engaged in NG business.

The Nuffield Group of companies ("NG") is committed to full compliance of the *Privacy Act 1988* (Cth), and the Australian Privacy Principles (APPs) introduced under the Act and aims to ensure that the information held is accurate and current.

NG collects information on NG team members and customers that is reasonably necessary for NG to provide its services. This information is collected by fair and lawful means. All reasonable steps are taken to protect such information against misuse, interference, loss, unauthorised access, modification, and disclosure.

Details of the procedures undertaken to collect, store, use and disclose private information can be found in NG's Privacy Procedure.

It is the responsibility of the HR Administrator to ensure that all NG team members are made aware of this policy upon induction. It is the responsibility of all NG team members to read, understand, and comply with the requirements of this policy and the related procedure.

Anyone with a complaint about NG's compliance with the Act can contact the Managing Director.

Signed

Jayston
Small

Digitally signed
by Jayston Small
Date: 2022.02.06
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Jayston D Small
Managing Director