



PRIVACY POLICY

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Any person(s) using i24s Group Pty Ltd's (i24s) documents or data accepts the risks of:

- a) using the documents or data in electronic form without requesting and checking them for accuracy against the original hard copy version; and
- b) using the documents or data for any purpose not agreed to in writing by i24s.

1 PURPOSE

i24s Group Pty Ltd (“i24s”) (“the Group”) (ABN 74 650 861 402), is a 100 per cent owned and operated Aboriginal business. The Group is a leading provider of talent pipeline/workforce solutions, industrial equipment hire and goods, and outreach and advocacy services, for the Mining, Resources, Energy, Infrastructure and Property sectors.

i24s is committed to upholding the highest business standards including in how we manage privacy, personal information and data more broadly.

The purpose of this **Privacy Policy** (“Policy”) is to provide a framework for i24s in dealing with privacy considerations.

The governance of this Policy is overseen by the Group’s Co-Founders and Officers/Executive Directors, Angela and Justin Kickett.

2 INTRODUCTION

The Co-Founders/Officers and Executive Directors are committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

3 SCOPE

This Policy applies to employees, sub-contractors and other parties undertaking work for the Group.

When the following terms are referenced herein, “we”, “our” or “us”, we are referring to everyone at i24s. The scope of this Policy applies to all workplaces which are under the Group’s control.

i24s has a separate Personal Identifiable Information (PPI) and Data Management Policy which sets out our obligations in relation to the use, storage and management of PPI and data more broadly. The PPI and Data Management Policy applies in conjunction with this Policy.

4 POLICY

i24s collects and administers a range of personal information for the purposes of business operations –

specifically for the purposes of providing integrated security, commercial cleaning, industrial equipment hire and raw materials supply, and outreach and advocacy services to clients.

The Group is committed to protecting the privacy of personal information it collects, holds and administers.

The Group recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and also reflected in our Privacy Policy, which is compliant with the Privacy Act 1988 (Cth).

i24s is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

The Group will:

- collect only information which the organisation requires for its primary function;
- ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- store personal information securely, protecting it from unauthorised access; and
- provide stakeholders with access to their own information, and the right to seek its correction.

5 GOVERNANCE

The governance of this Code is overseen by the Group's Co-Founders and Officers/Executive Directors, Angela and Justin Kickett. For further information about this Code and/or other health, safety, environmental or quality management matters, please contact i24s on +61 8 9209 2090 or admin@i24s.com.au

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