



Macmahon Group Privacy Policy

About this Policy

Macmahon recognises and respects your privacy. Macmahon is committed to and is bound by the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cth) and the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth). This Privacy Policy details how we collect, hold, use and disclose personal information provided to Macmahon.

In this policy:

- 'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable: (a) whether the information or opinion is true or not; and (b) whether the information or opinion is recorded in a material form or not.
- 'Macmahon', 'we' and 'us' means Macmahon Holdings Ltd (ACN 007 634 406) and all related or subsidiary companies.
- 'employee' includes potential future employees and job applicants, current employees, and previous employees, as well as contractors and subcontractors.

The security of your personal information is important to us, and we take all reasonable precautions to safeguard it from loss, misuse, interference, unauthorised access, modification, or disclosure. It is important to be aware that generally, email is not a secure way to communicate and you should be aware of this when sending any personal information to us via email.

The kinds of personal information we collect

We collect personal information including:

- employment applications and supporting documents;
- licences and permits;
- employment agreements, and other records relating to terms and conditions of employment;
- contact details for the employee, their nominated next of kin or emergency contact, and any referees;
- identification documents;
- any information supplied by employees and their immediate family members in declaration of any potential conflicts of interest;
- details of citizenship and visa status;
- copies of academic qualifications and training records;
- records relating to remuneration and benefits;
- medical certificates or health related information, supplied by an employee or their medical practitioner or nominated third party medical assessment practitioner
- banking and taxation details (for the calculation and payment of salary, wages, and associated taxes);
- superannuation contributions;

- information regarding an employee's performance and any performance management plans; and
- any other records that employers are required to keep of their employees in accordance with the *Fair Work Act 2009* (Cth) and the *Fair Work Regulations 2009* (Cth).

We will keep copies of any information or emails you send or provide to us if we believe that we have a legal requirement to do so. The content of your emails may be monitored for quality control, systems administration, and legal compliance purposes.

If, on our website, you request to receive information from Macmahon, we will keep a record of your email address, and any other information you provide, for the purposes for which you provide that information.

How we collect personal information

In general, we collect personal information about you when you supply it to us. We also collect personal information from third parties including the results of employment related medical assessments, training records and academic qualifications, character assessments from referees, and information regarding the validity of any licences and permits.

When visiting our website (www.macmahon.com.au), Macmahon keeps a record of your visit. The following information may be collected for statistical purposes and may be used by Macmahon to help improve the website:

- Your Internet Protocol (IP) address;
- The previous site you visited;
- Your type of browser and operating system used;
- The pages you access and the documents you download.

Macmahon will not attempt to identify users or their browsing activities; however, governmental agencies may be entitled to inspect such records in the event of an investigation. Our website uses tracking technologies called "cookies" to monitor the pages accessed by browsers on our website. Cookies are small text files which are stored in memory or on your hard drive for record keeping purposes and are used to help us enhance this website. You may set your browser to refuse cookies if you wish.

How we use personal information

In general, we will only use or disclose your personal information for the purposes for which you have disclosed it to us. We will also disclose some of your personal information for the purposes of validating and verifying such information, including (but not limited to) checking that permits, qualifications, and licence documents are valid and current.

We may also use or disclose your personal information where this is necessary to lessen or prevent a serious threat to life, health or safety, or it is required or authorised by law.

For the purposes of delivering our services and the operation of the business, we may disclose your personal information to:

- other employees, contractors and sub-contractors, including those of our subsidiaries and related entities;
- professional service providers such as accountants, advisors, auditors, consultants, insurance brokers, and lawyers;
- dispute resolution providers, courts and associated bodies; and
- shareholders registers.

Access to your personal information

You may request access to any of the personal information we hold about you. In most cases, a summary of your personal information will be freely available to you by contacting our Company Secretary (details below). For more detailed requests for access to personal information (for example, access to information held in archives) a fee may be charged to cover the cost of retrieval and the supply of this information to you.

All requests for access to personal information will be handled as quickly as possible and we will endeavour to process any request for access within 30 days after receiving it. Some requests for access may take longer than 30 days to process depending upon the nature of the personal information being sought.

Please note that we are not always required to provide you with access to your personal information on request. We may refuse you access to personal information in a number of circumstances, such as where giving access would have an unreasonable impact on the privacy of other people; where denying access is required or authorised by law; or where the request for access is regarded as frivolous or vexatious. If we deny your request for access to your personal information, we will explain why.

Correction of your personal information

You may request that we correct any of the personal information which we hold about you, to ensure that having regard to the purpose for which we hold it, the information is accurate, up to date, complete, relevant and not misleading. If we refuse your request, we will tell you in writing why we have done so, as well as the mechanisms which are available to you to complain about our refusal and anything else of which we are required to inform you.

Complaints

If you believe that Macmahon has not protected your personal information as set out in this Privacy Policy or has breached your privacy in any way, you may lodge a complaint with us by contacting our Company Secretary by emailing cosec@macmahon.com.au. We will promptly provide written acknowledgment of receipt of the complaint, investigate it (and let you know if we require any further information from you in order to do so) and will endeavour to provide a substantive written response to the complaint within 30 days. If you are not satisfied with the response to your request for access or correction or complaint you can contact the Office of the Australian Information Commissioner:

by telephoning 1300 363 992 (or + 61 2 9284 9749 if calling from outside Australia);
by fax to +61 2 9284 9666;
by emailing enquiries@oaic.gov.au (mailto:enquiries@oaic.gov.au) ;
or by writing to:

Director of Compliance
Office of the Australian Information Commissioner
GPO Box 5218
Sydney, New South Wales 2001

Disclosure to overseas recipients

We may disclose some personal information to overseas recipients for the purpose of processing, validating, or verifying that information. We currently have such services performed primarily in Indonesia and in India. We may make disclosures of personal information to overseas recipients if we are required to do so by law.

Before doing so we will endeavour to take reasonable steps to ensure that the overseas recipient does not breach relevant APPs in relation to the information, or otherwise: (a) be reasonably satisfied that they are subject to a law or binding scheme that has the effect of protecting the information in a way that, overall, is at least substantially similar to the way in which the APPs protect the information and there are

mechanisms you can access to take action to enforce that protection of the law or binding scheme; or (b) be satisfied that the disclosure would not otherwise breach the APPs.

Acceptance of and changes to this Privacy Policy

You accept that providing personal information to us indicates your acceptance of the contents of this Privacy Policy, our Privacy Statement, and our disclaimer (refer to www.macmahon.com.au). Please note that the contents of this Privacy Policy may be updated from time to time. You should regularly check this Privacy Policy, the Privacy Statement, and the disclaimer to ensure that you have the latest versions.

This Privacy Policy was last updated on 20 August 2021.

All information ©2021 Macmahon Holdings Limited