

Lucas TCS is committed to treating personal information in accordance with the Australian Privacy Principles in the *Privacy Act 1988* (Cth).

We will ensure:

- Employees and stakeholders are aware of this Privacy Policy and their obligation to comply with our privacy standards.
- Personal information collected will be only as required for our business purposes, including recruitment purposes.
- Personal information is collected only with the individual's consent and not disclosed to an unrelated third party, except with the individual's prior consent or when required to do so by law.
- Reasonable steps are taken to protect the personal information we hold from misuse, interference, loss, and from unauthorised access, modification or disclosure.
- Security measures are taken to protect personal information we hold including physical and technology security measures.
- Reasonable steps are taken to destroy or de-identify personal information in a secure manner when we have no further need for it or are required to do so by law.
- There is access to personal information if the individual makes a written request.
- Reasonable steps are taken to keep personal information up to date, accurate and complete.
- Complaints or requests for information in relation to personal information are responded to in a timely manner.
- This Privacy Policy and associated procedures are reviewed annually to maintain relevance and legal compliance.

Further information can be obtained from the Office of the Australian Information Commissioner (OAIC) on 1300 363 992 or www.oaic.gov.au

Questions regarding anything in this Policy may be directed to your Manager, the HR Manager or the Commercial & Legal Manager.

Director & CEO



HR Manager



Commercial & Legal Manager



AS/NZS ISO 9001
Certified

AS/NZS 4801
Certified

AS/NZS ISO 14001
Certified

HRES-POL-054

Version: 3

Issue date: December 2016

Review date: December 2017

