

Privacy Policy

Global Power Generation Australia (ABN 74 130 542 031)

This is the privacy policy of Global Power Generation Australia (including Crookwell Development Pty Ltd, Crookwell 3 Development Pty Ltd, Berrybank Development Pty Ltd, Ryan Corner Development Pty Ltd, Berrybank 2, Asset Pty Ltd ATF Berrybank 2 Asset Trust, Hawkesdale Asset Pty Ltd ATF Hawkesdale Asset Trust, Paling Yards Development Pty Ltd) (**we, us, our**) which outlines our ongoing obligations to you in respect of how we manage your personal information.

We have adopted the Australian Privacy Principles (**APPs**) contained in the Privacy Act 1988 (Cth) (**Privacy Act**). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the APPs may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au.

This policy may change from time to time to ensure its currency. Please check our website regularly for any updates.

What is Personal Information and why do we collect it?

Personal information is information or an opinion about an identified individual or that can be used to identify an individual.

The types of personal information we collect depends on the circumstances in which the information is collected. Examples of personal information we collect include:

- contact details(names, addresses, email addresses, phone numbers);
- information required as part of a recruitment process;
- information required as part of our Complaints Investigation and Response Plan; and
- information about your dealings with us.
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We may collect personal information in a range of different ways, either directly from you, or from:

- our interactions with you (including by correspondence, telephone, email);
- our website;
- formal complaints forms; and
- employment applications.

At all times this information is collected by lawful means and in a manner that respects your privacy.

Third Parties

Where reasonable and practicable to do so, we will collect your personal information directly from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the personal information that has been collected by us from the third party.

Use and Disclosure of Personal Information

We typically explain at the time we collect personal information how we will use or disclose that information. Your personal information may be collected, held, used and disclosed in a number of circumstances including for the following purposes:

- ✓ to contact and communicate with you;
- ✓ internal record keeping;
- ✓ to consider applications for current and future employment;
- ✓ investigating and resolving registered complaints relating to a project;
- ✓ third parties where you consent to the use or disclosure;
- ✓ where required or authorised by law; and
- ✓ to comply with legal and regulatory requirements.

Security of Personal Information

Your personal information is stored in a manner that reasonably protects it from misuse, interference and loss and from unauthorised access, modification or disclosure.

When your personal information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your personal information. However, most of the personal information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Links to other websites

Our website may contain links to third party websites. These linked sites are not under our control and we are not responsible for the content of those sites nor are those sites subject to our Privacy Policy. Before disclosing your personal information on any other website, we recommend that you examine the terms and conditions and privacy policy of the relevant site. We are not responsible for any practices on linked websites that might breach your privacy.

Access to your Personal Information

You may access the personal information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your personal information, please contact us in writing. If you wish to have your personal information deleted, please let us know in the same manner as referred to above and we will take all reasonable steps to delete it unless we need to keep it for legal reasons.

In order to protect your personal information, we require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your personal information is up to date. We will take reasonable steps to make sure that your personal information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

Global Power Generation Australia

Suite A Level 3

73 Northbourne Avenue

Canberra ACT 2600

Free Call: 1800 457 181 Email: info@globalpower-generation.com.au

In most cases we will ask that you put your request in writing to us. We will investigate your complaint and will use reasonable endeavours to respond to you in writing within 30 days of receiving the written complaint. If we fail to respond to your complaint within 30 days of receiving it in writing or if you are dissatisfied with the response that you receive from us, you may have the right to contact the Office of the Australian Information Commissioner for advice about your complaint.