

# PRIVACY POLICY

**This Privacy Policy applies to Miriklis Earthmoving Pty Ltd t/as XPower (ABN 31 106 521 304)**

XPower recognises the importance of the privacy of individuals who have dealings with XPower, such as customers, suppliers and employees. This Privacy Policy explains in general terms how we protect the privacy of Personal Information we receive. In reviewing this Privacy Policy, employee's consent to our collection, use and disclosure of personal information in the manner set out below, unless XPower is advised otherwise. XPower will take all necessary steps, as far as is reasonably practicable to ensure all information is protected.

## 1. Our compliance obligations and commitment

XPower is bound by the Australian Privacy Principles and all other applicable privacy legislation ("Privacy Laws") and are committed to conducting our operations in full compliance with the Privacy Laws and protecting the privacy of your "personal information". Personal information is any information that identifies you as an individual, or from which your identity can reasonably be ascertained, such as name, address, telephone number or date of birth.

## 2. Collection of personal information

We will only collect personal information that is necessary for work related or employment purposes. For example:

- Name, address, contact details
- Tax File Number
- Bank account details
- Medical history and/or conditions
- Licence & training history to ensure qualifications are current to undertake the work required
- Details of an individuals dealings with XPower, including records of telephone, email and online interactions
- Credit-related personal information

We will take reasonable and practicable steps to ensure the purpose for which we collect personal information is fully disclosed.

We will only collect personal information lawfully and by fair means and not in an unreasonably intrusive way.

If personal information is not provided, XPower may not be able to provide continued services/employment.

## 3. Use and disclosure of personal information

We will not disclose any information to a third party other than those individuals or organisations who require it (where the law allows) for work specific reasons and/or auditing purposes.

#### 4. Protection of personal information

We will take reasonably practicable steps to:

- Protect personal information from misuse, loss and unauthorised access, modification or disclosure
- Destroy personal information if it is no longer required by XPower

#### 5. Access to, and correction of, personal information

We will take reasonably practicable steps to ensure that personal information is accurate, complete and up-to date. If there is any change to the personal information employees have provided to us, it is each employee's responsibility to let us know.

To make a request for correction to employee personal information, please complete and submit our Form 15 - Employee Details (New & Changing) and forward to our Office.

#### 6. Camera Surveillance

XPower ensures all employees are aware of current camera surveillance at both XPower depots. Cameras used for surveillance (including camera casings or other equipment that would generally indicate the presence of a camera) will be clearly visible in the locations where surveillance is taking place. Please be advised that surveillance **will not** be operating in any washrooms, toilets or changing rooms. If you require further information regarding the operation and/or location of surveillance cameras at XPower depots please speak to a General Manager.

#### 7. Timesheets

Employees are responsible for their own timesheet and by signing off on their timesheet they are acknowledging all entries are true and correct. Timesheets are considered a confidential document. Employees are not to alter or change another employee's timesheet at any time. It is essential for employees to have their timesheet signed off by an appropriate Manager.

#### 8. Employee Obligations

XPower expects all Employee's to respect others privacy. Employee positions or job roles at XPower may expose them to privileged information. This information, which is relative to employee's position, is not to be shared with others. Emails, text messages, etc., are intended solely for the use of the addressee and may contain information that is confidential. If employees receive any information in error please delete immediately and notify the sender. Employee's personal details are confidential and are only to be disclosed if required for work specific reasons.

This policy will be regularly reviewed in the context of legislative and company changes.



Signed: \_\_\_\_\_

Director

Date: 27.04.23 \_\_\_\_\_