



Policy for Privacy

Negri are committed to protecting the privacy of all team members. Information collected by Negri from which an individual's identity is apparent or can be reasonably ascertained, will be protected by the standards outlined in this *Policy for Privacy*.

To deliver our commitment to Privacy, Negri will:

- communicate this *Policy for Privacy* to all team members and other members of our community, to ensure awareness of their requirement to comply with our privacy standards;
- comply with our Policy for Ethics and the legislations and regulations of the states in which we operate;
- ensure lawful, fair and unobtrusive means are used to only collect personal information that is necessary for our business purposes;
- collect personal and sensitive information only with the team member's consent;
- not disclose any personal information to any unrelated third party, except with the team member's consent or where we are required to do so by law;
- dispose of personal information in a secure manner when we have no further need for it or are required to do so by law;
- ensure only authorised personnel who have agreed to confidentiality have access to personal information;
- strive to keep personal information up to date and accurate;
- provide individuals with access to their personal information on request;
- periodically review and revise this *Policy for Privacy* and related procedures to maintain their relevance.

Negri recognises and respects the importance of every individual's privacy. This policy and related procedures ensure all personal information remains protected.

As Director, Quality of Negri I am accountable for the implementation of this policy and I encourage you to commit personally to the principles that drive our success

Director, Quality
E. A. Negri Pty Limited
Hamilton Civil Plant Limited
1 January 2003

All personal information obtained by Negri during the implementation of this policy will be controlled in accordance with the Negri Privacy and the Privacy Amendment (Private Sector) Act 2000.

Negri Quality