



Drilling Consultant Services Pty Ltd
Trading as

DCS Pty Ltd

ABN 92 154 031 302

PO Box 57 Redcliffe, Qld 4020 || Email: info@dcs-drilling.com.au

Privacy Policy for
collection of personal
information

POL-DCS-PRI-001

Effective Date: 1/1/14

Review:

PRIVACY POLICY FOR COLLECTION OF PERSONAL INFORMATION

1. PURPOSE

- 1.1 The *Privacy Amendment (Private Sector) Act 2000*, became effective on 21 December 2001. The Company is bound by the National Privacy Principles ('NPPs') as contained within the *Privacy Amendment (Private Sector) Act 2000*. This Privacy Policy is developed in accordance with those NPPs and explains how we should collect, use and handle Personal Information.
- 1.2 Personal Information means information or an opinion (including information or an opinion forming part of a database) whether true or not and whether recorded in a material form or not about an Individual whose identity is apparent or who can be reasonably ascertained from the information or opinion.

2. COLLECTION OF PERSONAL INFORMATION

We will only collect Personal Information necessary for our functions or activities and in ways that are lawful, fair and not unreasonably intrusive.

3. EXEMPTIONS FROM THIS POLICY

The *Private Amendment (Private Sector) Act 2000* does not apply to 'employee records'. These records are records, which relate to the employment of employees.

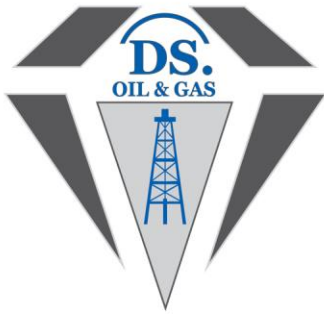
4. TYPES OF INDIVIDUALS FROM WHOM WE COLLECT PERSONAL INFORMATION

- 4.1 We may collect information from the following Individuals:
- (a) contractors and prospective contractors;
 - (b) employees and prospective employees; and
 - (c) clients and prospective clients;

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5. THE KIND OF PERSONAL INFORMATION WE COLLECT

5.1 We may collect the following kinds of Personal Information:

- (a) names, addresses and contact numbers;
- (b) educational qualifications;
- (c) residency status;
- (d) health information directly related to the inherent requirements of the position performed or being applied for;
- (e) tax file numbers;
- (f) contact details for next of kin/emergency contact;
- (g) employment history;
- (h) work history;
 - (i) names of referees and previous employers;
 - (j) technical expertise;
 - (k) hobbies or special interests; and
 - (l) information relating to our clients' business, for marketing and maintenance and furtherance of client relationships.

6. WHICH OF THIS INFORMATION IS SENSITIVE INFORMATION?

We may collect health information from prospective employees and contractors/prospective contractors upon obtaining their consent.

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7. WHERE DO WE COLLECT PERSONAL INFORMATION?

7.1 We may collect Personal Information from the following sources:

- (a) the Individual concerned where this is practicable;
- (b) medical providers with the consent of the Individual;
- (c) from referees provided by Individuals or previous employers; and
- (d) from clients.

8. THE PURPOSES FOR WHICH THE INFORMATION IS COLLECTED

8.1 We will use the information collected for the following purposes:

- (a) to make contact with the Individual concerned;
- (b) to enable us to properly assess whether an Individual is suitable for employment or contract work;
- (c) to ensure that information we have collected from the Individual and which we hold is accurate, complete and up-to-date;
- (d) to ensure that we are complying with our workplace health and safety obligations;
- (e) for internal accounting and administration; and
- (f) for marketing purposes.

8.2 In addition to these purposes, other uses and disclosures may be conveyed to the Individual when the Personal Information is collected. We will always take reasonable steps to inform an Individual about the use and disclosure of Personal Information if it is not being used for the primary or related purpose for which it was collected unless the use or disclosure of the Personal Information is exempt under the NPPs.

8.3 We may distribute Personal Information within related corporations or offices for the purposes we have described.

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- 8.4 We will not, unless required by law, disclose any Personal Information for any purpose, other than those outlined in this policy, without consent.

9. DATA QUALITY, ACCESS AND CORRECTION

- 9.1 We endeavour to take all reasonable steps to ensure that the Personal Information we use is up-to-date, complete and accurate. An Individual may request access to Personal Information held by us or a copy of this Privacy Policy by contacting the Office Manager.
- 9.2 When we receive written notification of a request for access, we will acknowledge receipt of the request within 14 days and will try to provide access to the relevant information within 30 days.
- 9.3 An Individual will be provided with a reasonable range of alternative ways to access Personal Information held by us, including:
- (a) providing the Individual with copies of information; or
 - (b) allowing the Individual to examine the information at our premises.
- 9.4 Should an Individual believe that any of the information held is incomplete, inaccurate or not current, the Individual should notify us in writing immediately so that the information may be updated.
- 9.5 While every effort is made to provide Personal Information on request, there are exemptions, outlined in the NPPs, which prevent us from providing information in some cases. In these circumstances, we will provide written notification as to why the request has been refused.
- 9.6 If we do not agree to the Individual's request to amend the Individual's information, we will note the request for amendment and this will be retained with the information.

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10. DATA SECURITY

- 10.1 We will take reasonable steps to protect the Personal Information we hold from misuse, loss, unauthorised access, modification or disclosure. Personal Information that is no longer required will be destroyed or, where appropriate, de-identified.
- 10.2 We may store information either physically or electronically in the following ways:
- (a) on electronic databases; and
 - (b) securely locked storage with access available only to authorised personnel.

11. GRIEVANCE PROCEDURE

In the event that an Individual has a complaint about a possible breach of privacy or a denial of access, the Individual may make a complaint to the Privacy Officer, who will review the matter.

12. GOVERNMENT IDENTIFIERS

- 12.1 Where Personal Information is collected, it will usually be identified by a common identifier, such as the name of the Individual, address or contact details.
- 12.2 We will not use identifiers assigned by government agencies or their agents, such as tax file numbers and Medicare numbers, to identify Personal Information.

13. MAINTAINING ANONYMITY

Wherever it is lawful and practicable, we will give Individuals the option of not identifying themselves when entering into transactions with us.

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14. TRANSFERRING PERSONAL INFORMATION TO FOREIGN COUNTRIES

14.1 In the event that we are required to transfer Personal Information internationally, the following will apply:

(a) we will seek the Individual's consent to the transfer; or

(b) we will check that the recipient of the Personal Information is bound by law or contract to uphold the Principles of Fair Handling of Information (that are comparable to the 10 NPPs); or

(c) we will transfer the Personal Information if it is permitted under the NPPs, relating to trans-border dataflow.

15. YOUR OBLIGATION IN RELATION TO PRIVACY AND SPAM?

15.1 As part of our workplace, you are required to adhere to this privacy policy if you are ever privy to Personal Information.

15.2 In relation to Personal Information of our clients, you must use this information only with the consent of our clients. In particular, any marketing information sent to clients electronically must comply with legislative and good practice requirements relating to SPAM.

16. UPDATING THIS PRIVACY POLICY

The contents of this Privacy Policy may be updated from time to time.

David W. Sturrock

Managing Director

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