



Safety systems
and processes

Privacy Policy

PURPOSE:

This document describes Metromix's policy regarding the personal information of its employees and other individuals associated with Metromix including:

- The kinds of personal information that Metromix collects and holds;
- How Metromix collects and holds information;
- The purposes for which Metromix collects, holds, uses and discloses personal information;
- How an individual may access personal information that is held by Metromix and seek the correction of that information;
- How an individual may complain about a breach of the Information Privacy Principles and how Metromix will deal with such a complaint.

Metromix is bound by National Privacy Principles (Principles) contained in the Privacy Act 1988 (Cth). In summary, the Principles describe 'personal information' as information or an opinion relating to an individual which can be used to identify that individual.

SCOPE:

This Policy applies to personal information collected by Metromix concerning its employees, and other individuals associated with Metromix. This Policy does not apply to personal information that is:

- In a publication that is available to the public;
- A public record under the control of the Keeper of Public Records, that is available for public inspection.

WHY DOES METROMIX COLLECT PERSONAL INFORMATION?

Metromix's principal business activities are the manufacture and supply of quarry products and concrete. To operate our business, we need to collect some information about the people we deal with. Collecting personal information is necessary in some circumstances to meet our legal obligations.

WHAT KIND OF PERSONAL INFORMATION DOES METROMIX COLLECT AND HOW DOES METROMIX COLLECT IT?

Metromix generally collects and holds personal information (including sensitive information) about:

- Our employees
- Contractors providing services to Metromix
- Our customers
- Our suppliers;
- Job applicants; and
- Other people who may come into contact with Metromix or through working in the building materials industry or as members of the public.

This information may be obtained by way of forms filled out by such individuals, or from a third party (for example, a reference).



Safety systems
and processes

Privacy Policy

METHOD OF COLLECTION

Metromix takes all reasonable steps to ensure that information collected:

- Is necessary for Metromix's purposes;
- Is relevant to the purpose of collection;
- Is collected in a fair way, with consent where reasonably possible and without unreasonable intrusion; and
- Is as up to date and complete as reasonable possible.

Where Metromix collects personal information about the employee directly from that employee, it will take reasonable steps to ensure that the employee is aware of:

- The identity of Metromix and how to contact it;
- The fact that he or she is to gain access to the information;
- The purposes for which the information is collected (the primary purposes);
- To whom (or the types of individuals or organisations to which) Metromix usually discloses information of that kind;
- Any law that requires the particular information to be collected; and
- The main consequences (if any) for the employee if all or part of the information is not collected.

HOW DO WE USE PERSONAL INFORMATION AND TO WHOM MAY WE DISCLOSE IT?

The Principles require Metromix to use an individual's personal information only for the primary purpose for which it is collected, or for secondary purposes which are related to the primary purpose and would be reasonably expected by the individual.

In general, Metromix uses personal information for the following purposes:

- To provide products or services that have been requested;
- To maintain relationships with suppliers and contractors;
- To communicate;
- To provide ongoing information about Metromix products and services to Metromix customers;
- To comply with legal obligations;
- Pre-employment medicals;
- Insurance and incident investigations; and
- Any checks and/or related information in relation to the recruitment processes.

Depending on the product or service concerned, personal information may be disclosed to:

- Service providers and specialist advisers to Metromix who have been contracted to provide Metromix with administrative, financial or other services;
- Insurers, credit providers, courts, tribunals and regulatory authorities as agreed or authorised by law;
- Credit reporting or reference agencies or insurance investigators; and
- A person authorised by an individual.



Safety systems
and processes

Privacy Policy

Generally, we require that organisations outside Metromix who handle or obtain personal information as service providers to Metromix acknowledge the confidentiality of this information, undertake to respect any individual's right to privacy and comply with the Principles and this policy.

In most cases, if you do not provide information about yourself which Metromix has requested, Metromix may not be able to provide you with the relevant product or service.

MANAGEMENT OF PERSONAL INFORMATION

Metromix trains its employees who handle personal information to respect the confidentiality of customer information and the privacy of individuals e.g. employees.

HOW DO WE STORE PERSONAL INFORMATION?

Metromix is required by the Principles to safeguard the security and privacy of your information, whether you interact with us personally, by telephone, mail, over the internet or other electronic medium. This includes an obligation to take reasonable steps to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure.

The Principles also require Metromix not to store personal information longer than necessary. Where Metromix no longer requires any personal information that it holds, that personal information should be destroyed or have details which may identify individuals removed.

HOW DOES METROMIX TREAT SENSITIVE INFORMATION?

Some personal information we hold is 'sensitive'. Sensitive information relates to a person's racial or ethnic origin, religion, membership of political bodies, trade union or other professional or trade association, sexual preferences, criminal record or health.

If you provide Metromix with sensitive information, it is Metromix's policy that this information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or use or disclosure of this information is allowed by law.

The way we use tax file numbers and information received from a credit reporting agency about an individual is also restricted by law. Metromix will not collect sensitive information about an individual unless:

- The employee consents to the collection of this information; and
- The collection is reasonably necessary for, or directly related to any of the purposes outlined above.

HOW DO WE KEEP PERSONAL INFORMATION ACCURATE AND UP-TO-DATE?

Metromix seeks to ensure that the personal information it holds is accurate and up-to-date. We realise that this information changes frequently with changes of address and other personal circumstances. Metromix encourages you to contact it as soon as possible in order to update any personal information it holds about you. Metromix contact details are set out below.

YOU CAN CHECK WHAT PERSONAL INFORMATION ABOUT YOU IS HELD BY US

You may obtain access to any personal information which Metromix holds about you, unless one of the exceptions in the Principles applies.



Safety systems
and processes

Privacy Policy

To make a request to access information Metromix holds about you, please contact Metromix in writing. Metromix will require you to verify your identity and to specify what information you require. Metromix may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested.

NOTIFICATION

Metromix will take all reasonable steps to ensure the employee is aware that personal information has been collected about them, and the circumstances of collection if:

- The information has been collected from a person or entity other than the employee;
- The employee could not reasonably be expected to know that the information has been collected about them.

This notification will include:

- The reason for the collection;
- The purpose of collection;
- The consequences for the employee if the information is not collected;
- The bodies and organisations (if any) to which the information may be disclosed;
- Information on how to access this Policy.

QUALITY OF PERSONAL INFORMATION

Metromix will take reasonable steps to make sure that the personal information it collects, uses or disclosed is accurate, complete and up to date. If Metromix is to ensure quality and accuracy of personal information, this places an obligation upon the employee to provide relevant and accurate information to Metromix.

SECURITY OF PERSONAL INFORMATION

Metromix will take all reasonable steps to ensure that the personal information it holds is protected from misuse, loss or unauthorised access, modification or disclosure.

Metromix will also take all reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose.

AVAILABILITY OF POLICY OPENNESS

Metromix will make this Policy available on its intranet.

HOW TO CONTACT US

You can contact the Metromix about a privacy-related issue by e-mail, phone or post:

The Risk Manager
E-mail: janellek@metromix.com.au
Phone: 02 9849 7400
Postal address: PO Box 1295 Parramatta NSW 2124



Safety systems
and processes

Privacy Policy

UPDATES TO THIS POLICY

This Policy will be reviewed from time to time to take account of new laws and technology, changes to our operations and practices and the changing business environment. All personal information held by Metromix will be governed by Metromix's most recent policy. If you are unsure whether you are reading the most current version, please contact us.



GLENN SIMPKIN
GENERAL MANAGER

6th May 2021