

INTRODUCTION

Site Group International Limited and its related entities (Site Group International) takes all reasonable steps to comply with the National Privacy Principles set down by the Privacy Act 1988 (Cth) ('Privacy Act') with respect to the collection, use, disclosure and security of personal information and access to personal information.

COLLECTION

Site Group International may collect and hold personal information about an individual, being information that can identify that individual, which is necessary in order to conduct its business or communicate with that individual. The personal information collected by Site Group International depends on an individual's interaction with Site Group International.

Generally, Site Group International will collect, use and hold personal information for the purposes of:

- (a) providing goods, services and information
- (b) acquiring goods, services and information
- (c) facilitating Site Group International's internal business operations
- (d) analysing Site Group International's services and customer needs in order to develop its business and
- (e) fulfilling any legal requirements

Personal information will generally be collected by Site Group International directly through the use of any of Site Group International's standard forms, its website, telephone conversations or other forms of communication with Site Group International, however Site Group International does not regard email as a secure form of communication and takes reasonable steps to collect personal information via other means whenever possible. There may, however be some instances where personal information about an individual will be collected indirectly because it is unreasonable or impractical to collect personal information directly from the individual. Site Group International will usually notify the individual about these instances in advance or where that it is not possible, as soon as reasonably practicable after the personal information has been collected.

USE AND DISCLOSURE

Generally, Site Group International only uses or discloses personal information about individuals for the purposes for which it was collected. Site Group International may disclose personal information about an individual to its related entities and to service providers who assist Site Group International in operating its business.

Security

Precautions are taken to safeguard personal information from loss, misuse, unauthorised access, modification or disclosure. Personal information which is no longer required for business purposes or by law will be de-identified, hard copies will be securely destroyed and soft copies will be permanently deleted from Site Group International's computer systems.

Access

An individual may access the personal information held about them by making a written request and on verification of their identity. Site Group International will try to acknowledge the request within 14 days of its receipt, and to provide access to the personal information within 30 days. Site Group International may charge a reasonable fee for processing the request. Site Group International may decline a request for access to personal information in circumstances prescribed by the Privacy Act.

If, upon receiving access to personal information or at any other time, an individual believes that the personal information held by Site Group International is inaccurate, incomplete or out of date, that individual should notify Site Group International immediately. Site Group International will take steps to correct the personal information so that it is accurate, complete and up-to-date.

Site Group International's contact details for any issues relating to personal information and this policy are:

Company Secretary, Site Group International Limited, 144 Edward Street, Brisbane Qld.

Tel: 07 3114 5188, Fax: 07 3229 5678