



MACKAY CONSOLIDATED INDUSTRIES PTY LTD

PRIVACY POLICY

Introduction

The Australian Federal Government recently introduced the Privacy Amendment (Private Sector) Act 2000 ("the Act"). Mackay Consolidated Industries Pty Ltd ("Mackay") respects people's privacy and is committed to complying with the Act. During the course of doing business, we may be required to collect personal information from various sources and we have therefore developed a Privacy Policy to ensure that all such information is handled appropriately.

Our Privacy Policy covers all personal information held by us, that is, information, or an opinion about an individual, whose identity is apparent, or can be reasonably ascertained, from that information or opinion. This includes information we have collected from potential employees, contractors, customers and suppliers whether in writing, from the Internet, or over the phone. The policy also covers personal information that we have sourced from third parties.

Procedures will be developed covering all operations and functions of Mackay, to ensure all requirements of the Act are complied with.

Data Collection

When we collect personal information from any individual, we will do so in a fair and reasonable manner and we will let them know what we intend to do with the information. We will only collect such information that is necessary for us to perform one or more of our functions or activities.

Whenever we collect personal information from third parties concerning an individual, we will take reasonable steps to advise that individual as soon as it is practicable to do so. We will advise individuals of the purposes for which their personal information is collected, and of any third parties to whom the information may need to be disclosed.

If we collect sensitive information (as defined under the Act), we will treat it with the utmost security and confidentiality. We will ensure that such information is not collected for any purpose other than those for which we have obtained the individual's consent, unless the law requires otherwise or other exceptional circumstances prevail as described under the Act.

Where an individual chooses not to provide requested information, we will advise that individual of any impact this non-disclosure could have.

Disclosure Information

We will only disclose personal information in accordance with the Act. This means that personal information may only be disclosed under the following circumstances.

- For the purposes for which we have advised that we are collecting it, and for related purposes that the individual would reasonably expect,
- Where we have the consent of the individual to do so, as required by law, or
- Under other circumstances where permitted under the Act.

As Mackay is committed to protecting the privacy of individuals, we will view unauthorised disclosure of, or access to, personal information by our employees, contractors or agents, as a serious breach of this policy. Appropriate action (which may include disciplinary or legal action) will be taken in such cases.

Access to Information

Individuals will be able to access their personal information upon request. However, Mackay may sometimes need to deny access to information in accordance with the exemptions contained in the Act.

Security of Information

Our goal is to safeguard the personal information collected by Mackay and its businesses. Personal information will be managed confidentially and securely and destroyed appropriately when no longer required. We will monitor and implement appropriate technical advances or management processes, to safeguard all personal information.

Quality of Data

We will take all reasonable steps to ensure that the data we collect, use, or disclose is accurate, complete and up to date, and that such data has been obtained directly from individuals or other reputable sources.

Enquires

Any privacy-related inquiries or concerns can be directed to our duly appointed Privacy Officer, Alex McNiece, on (03) 9276 4606.

Policy Availability

We will make our Privacy Policy available to our employees, potential employees, contractors, customers and suppliers on request. A copy of the policy will also be posted on our Website.

Policy Review

This document represents our policy as at 26 May 2003. We may modify this policy at any time at our sole discretion. Although we intend to observe this policy at all times, it is not legally binding on us in any way. From time to time, we may regard it necessary or desirable to act outside the policy. We may do so, subject only to any statutory rights individuals have under the Privacy Act or other applicable legislation.