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## Privacy Policy

Synergex Project Services Pty Ltd (The Company) is committed to respecting and protecting the privacy of personal information collected and held while conducting our business. We understand that personal information is provided to us in good faith and we take our responsibility to manage that information carefully, lawfully and securely.

This policy explains how the Company collects, uses, stores and protects personal information in accordance with the Privacy Act 1988 and the Australian Privacy Principles.

### 1. Use of Personal Information

Personal information is used only for legitimate business purposes and in a way that individuals would reasonably expect. This includes managing employment and contractor relationships, meeting payroll and regulatory obligations, verifying qualifications and licences, communicating with clients and suppliers, and complying with legal requirements. Synergex does not use personal information for purposes unrelated to its business activities.

### 2. Collection and Storage

Personal information may be collected directly from individuals through employment processes, inductions, correspondence, meetings, online systems or the Company website. Synergex takes reasonable steps to ensure that personal information is accurate, up to date and securely stored. Information is protected through appropriate physical, electronic and administrative controls, and access is limited to authorised personnel.

### 3. Access and Correction

Individuals may request access to personal information held about them and may request corrections if the information is inaccurate, incomplete or out of date. Requests will be handled in accordance with the Australian Privacy Principles and responded to within a reasonable timeframe.

### 4. Disclosure and Retention

Personal information may be disclosed to third parties where this is necessary to deliver services, meet legal obligations or support business operations. Synergex takes reasonable steps to ensure that third parties handle personal information appropriately. Personal information is retained only for as long as required by law or business needs and is securely destroyed or permanently de-identified when no longer required.

### 5. Data Breaches and complaints

Synergex has processes in place to respond to suspected data breaches and will comply with the Notifiable Data Breaches requirements where applicable. Any concerns or complaints regarding the handling of personal information should be raised with the Company. Complaints will be taken seriously, investigated promptly and managed in a fair and transparent manner.

This policy applies to all activities and services within the defined scope of Synergex Internal Management System.

Authorised by



Gary Wicks  
Managing Director  
Synergex Project Services