



PRIVACY POLICY

Ausdrill includes Ausdrill Limited and its subsidiaries. This privacy policy applies to all entities within the Ausdrill group.

Throughout the course of its business, Ausdrill deals with personal information of others. This policy establishes a framework for Ausdrill dealing with that information. Ausdrill is bound by the *Privacy Act 1988* (Cth) (the **Privacy Act**) and the Australian Privacy Principles. Ausdrill has a strong commitment to the protection of your privacy and to compliance with privacy laws.

This privacy policy applies to personal information collected by Ausdrill, whether it has asked for the information or not. This policy outlines the kinds of information Ausdrill may collect, how that information is collected, how the information may be used or disclosed, how you can access the information that Ausdrill holds about you, how Ausdrill protects your information and Ausdrill's use of cookies.

This policy may be updated from time to time and updates will be published on our website.

The policy applies to personal information

Personal information is any information which can be used to identify you.

How do we collect personal information?

Ausdrill collects personal information through various means including via its website, by email, by telephone, in writing and orally. Ausdrill may collect personal information from and disclose personal information to, third parties as part of its business activities and Ausdrill may need to disclose personal information for its business practices.

Ausdrill may collect personal information in situations including:

- to provide services;
- for the recruitment and engagement of staff;
- when website users provide their personal information; and
- when required by law or when dealing with government agencies.

What types of personal information may be collected?

The types of personal information we may collect includes:

- personal details, such as your name, address, email address, telephone numbers, age and gender;
- details for applications for employment with Ausdrill including details of personal referees;
- human resource information; and
- your responses to questions we may ask you to help us improve our business or to record your individual preferences.



Reasonably necessary for business purposes

Pursuant to this privacy policy, Ausdrill will only handle personal information in circumstances where it is reasonably necessary for us to do so for our business purposes. Handling personal information includes the collection, use and disclosure of personal information. It may be reasonably necessary for Ausdrill to use personal information for business purposes for matters such as:

- for the delivery of services or information to you or an organisation;
- to help us to assist you in using our services;
- to form or maintain business relationships;
- to inform us about your preferences; and
- to fulfil our legal or regulatory obligations.

What will we do with your personal information?

We will store your personal information in our systems for business purposes. Your personal information may be used by Ausdrill for the purpose for which it was collected or for a reasonably expected related purpose.

Ausdrill may disclose your personal information between its related bodies corporate within the Ausdrill group internationally.

Ausdrill may disclose your personal information to third parties, locally or internationally, who provide services in connection with our business.

Ausdrill may also use or disclose your personal information:

- with your consent;
- where we are required, authorised or permitted to do so by law; or
- to a person authorised to act on your behalf.

Can we disclose your personal information to overseas parties?

Ausdrill may disclose your personal information to entities located outside Australia, including to our own related bodies corporate, third party service providers and business associates.

If we disclose personal information overseas, we will take all reasonable steps to ensure that the personal information is handled in accordance with the Privacy Act.

Ausdrill has operations in countries across the world including Australia, various countries in Africa, the United Kingdom and Indonesia. Ausdrill may disclose your personal information to entities located in these countries and in other countries in which Ausdrill operates.



How do we keep your personal information safe?

Ausdrill will safeguard all personal information. Ausdrill will ensure that personal information remains confidential and secure. Ausdrill will take all reasonable steps to ensure that personal privacy is respected.

Ausdrill has in place many practices and procedures to protect your personal information from misuse, interference, unauthorised access, modification or disclosure and loss or corruption by computer viruses and other harm.

When is personal information destroyed?

Ausdrill has records management policies which govern the archiving and destruction of records which include personal information. If Ausdrill receives unsolicited personal information, it will be handled in accordance with this policy or destroyed or de-identified as required by law.

Can you access or correct your personal information?

You may make a request for your personal information at any time. In most circumstances, we will make this available to you. Ausdrill will respond to your request in a reasonable time. It may sometimes be necessary for us to charge you a reasonable fee for this service.

Ausdrill will take reasonable steps to ensure the personal information that we hold is accurate, complete and up to date.

You may make a request that your personal information be corrected if you believe it to be incorrect. If in agreement, we will make the requested change. If we do not agree with your request, you will be notified and we will make a record of your dispute.

If you need to update or query your personal information, please contact us as set out below:

- Ausdrill staff may request access, corrections or supplements to their personal information by writing to the General Manager Human Resources;
- Job applicants may access, correct or supplement their personal information by emailing careers@ausdrill.com.au;
- All other requests for access, corrections or supplements to personal information should be made to:

The Privacy Officer
6-12 Uppsala Place
Canning Vale WA 6155
Australia
privacyofficer@ausdrill.com.au

What about the personal information contained in cookies?

An HTTP cookie is a simple computer file made of text. A website uses cookies to recognise whether someone has visited a website and to record information about what they did. The Ausdrill website uses cookies for the purposes of:

- determining what country our website visitors come from;



- collecting information for administration purposes; and
- measuring the number of visitors to our website and recording what pages they visit.

Ausdrill will only use information collected through the use of cookies to evaluate our website's effectiveness and to improve your online experience. Ausdrill will not use cookies to identify who you are or send you advertising.

How do you ask a question or make a complaint?

You may have a query or may want to make a complaint about Ausdrill for the way it has handled your personal information or its compliance with the Privacy Act.

Queries and complaints should be made in writing and directed to:

The Privacy Officer
6-12 Uppsala Place
Canning Vale WA 6155
Australia
privacyofficer@ausdrill.com.au

Ausdrill will review and respond to your complaint as soon as possible. Ausdrill will endeavour to respond to all queries and complaints within 30 days of receipt.

If unsatisfied with our response, and you have given us a reasonable opportunity to resolve your complaint (usually 30 days), you can refer your complaint to the Office of the Australian Information Commissioner.

R G Sayers
Managing Director
AUSDRILL LIMITED

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