

1 Introduction

MARAND PRECISION ENGINEERING PTY LTD (ABN 59 004 763 688) of 153 Keys Road Moorabbin, Victoria, 3189, Australia (we, us and our) understand that your privacy is paramount and are committed to protecting your privacy. This policy sets out how we handle personal information about you.

We may modify or amend this Privacy Policy from time to time. We will display a notice on our website indicating when any such revisions have been made. This Privacy Policy was last updated on 8/10/2024.

Unless you notify us otherwise, we will assume that you have consented to the collection of all information which is provided to us for use in accordance with this Privacy Policy.

2 Collection of Personal Information

Personal information is information or an opinion about an individual, or an individual who is reasonably identifiable, whether true or not and whether recorded in material form or not.

We may collect personal information from you when or if:

- you participate in any event or activity organised by us;
- you, or the company that you work for, buy any products and services from us, we will collect the personal information you provide to us during the ordering process or in the course of the purchase;
- you or your company are subject to a US export licence (ITAR/ EAR) or are required to be granted access to any designated ITAR/ EAR areas within Marand;
- Marand are required to obtain US export licences to supply products under ITAR/ EAR requirements;
- you apply for a position with us;
- you are party to an internal complaints process;
- you visit our website; or
- you contact us by any method, such as telephone, email, post or in person,

or otherwise as notified to you from time to time. The personal information you provide to us may vary depending on the nature of your interaction with us, but may for example include your name, contact details and any communications you send to us.

We may also collect your sensitive information. There may be instances when we collect medical information to determine an employee's capacity to perform their substantive position. This information may be collected from treating practitioners or by independent medical examiners.

We will always seek consent from the employee when we collect sensitive information, however, we may require the collection of this information in the instance we believe their capacity could be a risk to their own safety or the safety of others.

There may be occasions when we collect information about you from a third party. In such instances, we will determine whether we would have been entitled to collect such information from you and to the extent we would not have been entitled to do so, we will destroy or de-identify such information as soon as reasonably practicable.

Where possible, we will allow you to interact with us anonymously or using a pseudonym. For example, if you contact us with a general enquiry, we will not ask for your name unless we need it to adequately handle your enquiry. However, for most of our functions and activities we usually need your name and contact information.

3 Our Website

Our web servers may automatically collect information when you visit our websites, including:

- your IP address;
- the date and time of your visit;
- the parts of our website you access during your visit;
- your actions on our website; and
- the browser you are using.

In using our websites, your personal information may be collected through the use of cookies. These are small text files placed on your mobile device or computer by our websites which automatically collect information about you without you providing that information to us directly. Most browsers are set by default to accept cookies. However, if you do not wish to receive any cookies you may set your browser to either prompt you whether you wish to accept cookies on a particular site, or by default reject cookies.

Please note that rejecting cookies may mean that some or all of the functions on our website will not be available to you.

Sometimes our websites contain links to other websites. When you access a website other than our websites, we are not responsible for the privacy practices of that site. We recommend that you review the privacy policies of each website you visit.

4 Using your personal information

The personal information that we collect is generally used to provide products or services to you, and, if you use our website, to track your usage, to evaluate performance of our website, and to keep track of your account settings.

Information collected by us may also be used for the following purposes:

- i. to provide you with information in relation to the products and services we provide;
- ii. to send email notifications;

- iii. to conduct marketing activities and to conduct market research;
- iv. to respond to your questions or suggestions;
- v. to improve the quality of our products or services;
- vi. to improve the quality of your visit to our Website; or
- vii. to keep you informed of changes, issues or any general notifications that relate to your employment.

You may opt out of receiving marketing information by notifying us accordingly, or by using any unsubscribe facility we provide for that purpose.

5 Sharing your personal information

We may disclose information to third-party contractors and service providers, who help us conduct our business and provide services to us. Where personal information is shared with these third parties, we will take all reasonable steps to ensure that third parties observe the confidential nature of such personal information and are prohibited from using any or all of this information beyond what is necessary to assist us.

We may disclose your personal information to a third party referred to above that is located outside Australia. However, due to circumstances which change from time to time it is not practicable for us to specify the countries in which such third parties are located.

While we may market the goods or services of third parties in limited circumstances as described above, we will always do so ourselves (or using our own third-party contractors). We do not sell, rent or trade personal information to third parties for marketing purposes.

We may also disclose your personal information as permitted or required by law.

6 Job Applicants

When you apply for a job with us, we will generally collect the personal information that you include in your application, such as your contact details, career history and education details. We may also collect sensitive information from you, for example, medical information or criminal history, if it is relevant to the role that you are applying for.

We collect the following personal information from job applicants:

- Application stage:
 - Name
 - Contact number
 - Email address
 - Education
 - Work history
- Offer stage (in addition to above):
 - Address (if not provided in application)
 - Pre-employment medical

- Criminal history check (we're not doing this yet however I believe there are some new security criteria coming into place so worthwhile including now)
 - Prior employee references
- Employment stage (in addition to above):
 - Financial details - Bank account, superannuation & TFN details
 - Emergency contact details
 - Copies of qualifications held, licences or permits related to their role or related to the work we do

We may also obtain personal information about you from third parties with your consent, for example, from your previous employers or nominated referees. We collect personal information for the purpose of assessing and progressing your application. We will hold your personal information for future job opportunities with us, unless you tell us not to.

We may disclose your personal information to our related entities, your referees and also to third party suppliers that we use to help with our recruitment processes, such as recruitment agencies and organisations that conduct competency or psychometric tests. We may also disclose your personal information to law enforcement agencies to verify whether you have a criminal record.

7 Accessing and correcting your personal information

We will, on request, provide you with access to the information we hold about you, including for the purpose of correcting or updating that information, unless there is an exception to such disclosure which applies under relevant privacy legislation. If you require access to your personal information, please contact our Privacy Contact as described in section 11 below. You may be required to put your request in writing for security reasons.

For most requests, your information will be provided free of charge, however, we may charge a reasonable fee if your request requires a substantial effort on our part.

If we refuse to provide you with access to the information, we will provide you with reasons for the refusal and inform you of any exceptions relied upon under the APPs (unless it would be unreasonable to do so).

We take reasonable steps to ensure that your personal information is accurate, complete, and up-to-date whenever we collect or use it. If the personal information we hold about you is inaccurate, incomplete, irrelevant or out-of-date, please contact us and we will take reasonable steps to either correct this information, or if necessary, discuss alternative action with you.

8 Protecting your personal information

We are committed to protecting your personal information. We take appropriate security measures to protect your personal information from misuse, interference or loss, and from unauthorised access, modification or disclosure. This includes the use of [technologies and processes such as access control procedures, network firewalls, encryption and physical security to protect the privacy of your personal information.

9 How to make a complaint

If you have a complaint about how we have handled your personal information, you can contact us using the details under section 11 below.

Once we have received your complaint, we will investigate and respond to you within a reasonable period of time. Our aim is to resolve any complaint within 15 working days of receiving the complaint. If this is not possible, we will contact you and let you know why and how long we think it will take.

We take any privacy complaint seriously and will deal with your complaint fairly and promptly. However, if you are not satisfied with our response or how we handled your complaint, you may complain to the Office of the Australian Information Commissioner (in writing) at:

Office of the Australian Information Commissioner (OAIC)

GPO Box 5218 Sydney NSW 2001

Phone: 1300 363 992

TTY: 1800 620 241

email: enquiries@oaic.gov.au

10 Change of policy

We may modify or amend this Privacy Policy from time to time. We will display a notice on [our website](#) for a reasonable period after any such revisions have been made. We will keep the current version of this Privacy Policy on that website.

11 Contact information

If you have any queries or complaints with regards to our collection, use or management of your personal information, please contact our Chief Financial Officer:

Ian Rodgers

153 Keys Road

Moorabbin VIC 3189