

Envar is committed to protecting the privacy and confidentiality of the personal information entrusted to us by our employees, delivery partners, customers, and other stakeholders. We recognise the importance of privacy and our ongoing obligation to comply with the *Privacy Act 1988* (Cth) ('the Act'). This policy applies to all personal information, as defined by the Act, that is collected, used and disclosed by our business.

To achieve our commitments, we will:

Only collect personal information that is:

- necessary for the purpose of normal business activities such contact details, identification details, payment details, financial information, identification information, licences and qualifications.
- sensitive information such as health details or nationality as required or permitted by law or where consent is obtained.
- collected directly from individuals such as in person when visiting our premises or sites, by email correspondence or by phone.
- gathered through the use of automated data collection on our website, online portals or applications.
- from third parties such as recruitment agencies or your authorised representatives, where consent has been obtained or where otherwise permitted by law.

We will only use personal information:

- for the purpose for which it is collected, and where required or permitted by law, or where consent has been obtained.
- for our business activities, including managing our relationships with employees, delivery partners and customers, administering our operations, marketing, and business improvement.

Disclosure may be required for:

- third parties such as customers, contractors, regulatory bodies, or professional advisors, where required or permitted by law, or where consent has been obtained.
- third parties for the purpose of our business activities such as to provide services to our customers, obtain products or services from our business partners, and to seek professional advice.
- our third-party providers outside of Australia where required or permitted by law, or where consent has been obtained for the purpose of our business activities. We will ensure these providers take appropriate measures to protect the privacy and confidentiality of personal information and comply with the applicable laws.

To enable data security, we will:

- take reasonable steps to protect the personal information we hold from misuse, interference, loss, unauthorised access, modification, or disclosure. This includes implementing appropriate physical, technical, and administrative security measures.

Ensuring your data is accessible and correct.

- take reasonable steps to make sure that your personal information is accurate, complete, and up to date.
- ensure individuals have the right to access and correct their personal information upon request.

Review and continuously improve.

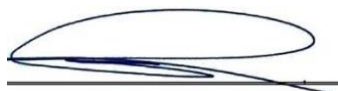
- review this policy periodically and update it as necessary to reflect changes in legislation, best practices, or our business operations.

Manage complaints and enquiries.

- If you have any queries or complaints about this policy or our compliance with the Act, please contact us at enquiries@aesmith.com.au. Employees should contact their direct Manager. We will investigate all complaints promptly and take appropriate action to address any concerns.

This policy is to be readily available to our employees, contractors, customers, and other stakeholders.

My signature below is a sign of my commitment to the contents of this policy.

A handwritten signature in blue ink, appearing to read "Luke Rowlands", written over a horizontal line.

Luke Rowlands
Managing Director
02/04/2024