

Meneghello Group of Companies respects the privacy of every Employee/Contractor and is committed to protecting the personal data we collect in accordance with the principals set out in this policy. Meneghello will not disclose personal information about a person unless the disclosure is required or authorised under *law*.

Meneghello collects personal information when it is necessary for its business, marketing or related purposes and only when consent is given. Meneghello takes reasonable steps to protect any personal information it holds (i.e. any information that can be used to personally identify an individual) from interference, misuse, loss, unauthorised access, modification and disclosure.

Personal information is held in secure databases in either electronic or hard copy form and the company endeavours to ensure that the information remains accurate, up to date and complete.

Meneghello will destroy or de-identify personal information if the company no longer needs it for any authorised purpose (unless the organisation is required by an Australian law or a court/tribunal order to retain the information).

Where it is necessary for Meneghello to provide a third party with employees' personal information, the company will ensure that they also treat the information in accordance with this policy

If an employee has doubts about any aspect of this Policy, they must seek clarification from their manager or the Managing Director. This Policy shall be reviewed periodically, and disciplinary action may be taken against any employee found to have breached its principals

Signed:



Danny Meneghello

Managing Director

Date: 05/03/2020

Rev 4

