

# Privacy Policy

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## Overview

K&S Corporation Limited and the K&S group of companies (“K&S”) values the privacy of every individual and is committed to protecting the personal data it collects in accordance with the principles set out in this Privacy Policy (“Policy”).

## Scope

This Policy outlines how K&S manages the collection, use, disclosure and handling of your personal data in accordance with the legal requirements.

## Privacy Policy

To deliver our commitment to privacy and in order to comply with the requirements of the *Australian Privacy Act 1988 (Cth)* (“Act”), K&S will:

- Appoint a Privacy Officer and establish a process by which any privacy complaints will be managed.
- Be bound by, and comply with, the Australian Privacy Principles under the Act in relation to personal information.
- Communicate this Policy to all employees and stakeholders to ensure awareness of their requirement to comply with our privacy standards and to anyone else who asks for it.
- Ensure lawful, fair and unobtrusive means are used to collect personal information that is necessary for our business purposes.
- Collect sensitive information only with the individual's consent and not disclose any personal information to an unrelated third party, except with the individual's consent or where we are required to do so by law.
- Take reasonable steps to destroy or de-identify personal information in a secure manner when we have no further need for it or are required to do so by law.
- Ensure only authorised personnel who have agreed to keep personal information confidential have access to the information.
- Take reasonable steps to keep personal information up to date, accurate and complete.
- Provide individuals access to their personal information on request.
- Where the security of your personal information has been breached, or we reasonably believe that it has been breached, we will notify you of that breach or suspected breach. In addition, we will notify the Office of the Australian Information Commissioner where required to do so under the mandatory notification of data breaches regime.
- Periodically review and revise this Policy and related procedures to maintain relevance.

## Principles

### Personal Data

In this Policy “Personal Data” means any information relating to an identified or identifiable person. An identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to their physical, physiological, mental, economic, cultural or social identity or an opinion and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.

### Personal Data Collection

K&S only collects personal data for its business purposes. For example, K&S collects information that is necessary for the establishment and maintenance of records for its employees, clients, suppliers of goods and services, sub-contractors and others with whom it conducts business. Depending on the business purpose, the personal data we collect may include:

- Name, address and contact details (including phone number and email);
- Information relating to previous services provided by K&S; or
- Employment or financial information.

K&S generally collects personal data directly from you in person, in writing, by telephone, email or via our website. For example, we may collect information when you ask us to provide services to you.

### Collection of Information via our Website

When you visit our website, information about your computer or web device is automatically recorded by our website. This includes your IP address and associated domain name, the date and time of your visit to our site, the pages you accessed or downloaded, the address of the last site you visited, your operating system and the type of browser you used. This information may be collected by us or by a third party service provider on our behalf. This information may be collected for statistical and system administration purposes, and to improve our web based services. It does not readily identify individuals, and we will not attempt to identify individuals from the records our server generates unless it is necessary to do so for law enforcement purposes.

We may also use “cookies” to assign your device a user ID. A cookie is a small piece of information that is sent to your browser and stored on your computer's hard drive. Cookies contain information that allows us to identify your device, understand your use of our websites and set your preferences for future visits. We may use this information to determine whether or not to display standard content. You can configure your browser to notify you when you receive a cookie or disable cookies altogether. To ensure the full functionality of the K&S website, the use of cookies is required.

### Use and Disclosure of Personal Data

K&S will only use personal data for the purpose for which it was collected or for related purposes permitted by law. K&S uses personal data to provide, manage and administer the services it provides. In the normal course of our business operations we may disclose personal data to related bodies corporate and statutory entities authorised to access the information.

Personal data collected is also used to facilitate distribution of corporate communications such as our financial results, annual reports and other information that is relevant to the promotion or reporting of our business activities. Personal information may also be disclosed to our contract service providers, including but not limited to customer service staff, consultants, advisers, IT and internet service providers. We may also retain the personal data of candidates who wish to be considered for future positions as and when they become available.

K&S reserves the right to transfer, and you consent to K&S transferring, your personal data to another entity in the event we sell or transfer all or a portion of our business or assets. Should such a sale or transfer occur, we will use reasonable efforts to direct the transferee to use personal data you have provided to us in a manner that is consistent with the principles described in this Policy.

To ensure the integrity and safety of personal data, K&S only discloses the personal data it holds to the individual concerned, their legally authorised representative, or to fulfill legal or regulatory requirements. K&S may also disclose personal data to its advisers and other parties in connection with the present and future conduct of its business.

K&S will destroy any personal data we hold about you as soon as it is no longer reasonably required for the purpose for which it was collected or where we are required by law to do so.

### **Storage and Security of Personal Data**

Personal data is principally held in electronic databases maintained within K&S' computer network. K&S maintains appropriate administrative, technical and physical safeguards designed to protect the personal data you provide against accidental, unlawful or unauthorised destruction, loss, alteration, access, disclosure or use.

### **Notification of Data Breaches**

The new Notification of Data Breaches (NDB) Scheme under the Act came into effect in February 2018. The NDB Scheme requires organisations (including K&S) with obligations under the Act to notify the Office of the Australian Information Commissioner (OAIC) and affected individuals about 'eligible data breaches'. A data breach is eligible where it is likely to result in serious harm to any of the persons to which it relates.

If K&S believes that there has been an eligible data breach that impacts your personal information, K&S will notify you of the nature of the breach and will keep you informed of the steps it is taking in relation to that breach. Where required, K&S will also inform the OAIC of the breach.

### **Use of our Websites**

Our website may contain links to other websites that are not owned, operated or endorsed by us. We are not responsible for the privacy practices of those websites, or for the content, product or services provided by, or contained on, those websites.

### **Access to Personal Data and Right to Rectification**

You can gain access to the personal information K&S holds about you by sending a request to the K&S Privacy Officer. As K&S wishes to ensure that the personal information it holds about you is complete, accurate and up to date, you have the right to send a request for rectification.

## Further Information

We may amend this Policy from time to time. Updated versions of this Policy will be placed on our website. If you are a user of our website, by accepting our terms and conditions for use of that website, you consent to us collecting, using, disclosing and handling personal data as described in this Policy, and agree to be bound by the obligations it imposes on you. If you would like to gain access to your personal data, obtain further information or make a complaint on any matter to do with either this Policy or use of your personal data, please contact the K&S Privacy Officer listed below:

Executive General Manager – Human Resources

Phone: (03) 8744 3500

Email: [privacy.officer@ksgroup.com.au](mailto:privacy.officer@ksgroup.com.au)



### **Paul Sarant**

Managing Director / CEO

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