

## PRIVACY POLICY

### 1 PURPOSE AND SCOPE

This Privacy Policy outlines how Northern Transportables ("we", "our", "us") manages and protects the personal information you ("user", "you", "your") provide to us. We are committed to complying with the Privacy Act 1988 (Cth) ("Privacy Act") and the Australian Privacy Principles (APPs). By accessing and using our services, you consent to the collection, use, and disclosure of your personal information as described in this Privacy Policy.

We have adopted the *Australian Privacy Principles* (APPs) contained in the *Privacy Act 1988* (Cth) (the Privacy Act).

This policy applies to all workers, contractors, clients, suppliers of Northern Transportables and the general public.

### 2 DEFINITIONS

**Australian Privacy Principles -** means the principles that set out standards, rights and obligations in relation to handling, holding, accessing and correcting personal information as contained in Schedule 1 of the *Privacy Act*.

**Personal information** means information such as name, signature, address, telephone number, date of birth, medical records, bank account details, employment details and commentary or opinion about an identified individual or an individual who is reasonably identifiable:

- Whether the information or opinion is true or not; and
- Whether the information or opinion is recorded in a material form or not.

**Privacy Officer** means the employee of Northern Transportables who is responsible for ensuring that Northern Transportables collects, manages, uses and discloses personal information in a compliant manner. Currently the Chief Financial Officer is the Privacy Officer.

### 3 REFERENCES

- *Australian Privacy Principles*
- *Privacy Act 1988 (Commonwealth)*
- Code of Conduct
- Privacy Collection Statement

### 4 RESPONSIBILITIES

**Chief Financial Officer** is responsible for the overall application, coordination, management and implementation of this policy and performs the functions of Privacy Officer.

**Managers and Supervisors** are responsible for ensuring awareness of, and compliance with, the procedure in relation to the work of their business units.

**Workers** are responsible for ensuring they comply with this policy.

### 5 INFORMATION MANAGEMENT

#### 5.1 Types of Personal Information

What is personal information and why do we collect it?

Personal information is information or an opinion that identifies an individual. Examples of personal information we collect include:

- **Identity Information:** Name, date of birth, gender.
- **Contact Information:** Email address, phone number, postal address.
- **Financial Information:** Credit card details, bank account information.
- **Technical Information:** IP address, browser type, operating system.
- **Usage Information:** Information about how you use our website, products, and services.
- **Other Information:** Any other personal information you provide to us directly or indirectly through your use of our services.

## 5.2 How We Collect Personal Information

This personal information is obtained in many ways including, but not limited to:

- Direct interactions with you including, interviews, correspondence, forms, emails, and phone calls.
- Automated technologies, such as cookies and web beacons, when you use our website.
- Third parties, including analytics providers, advertising networks, and publicly available sources.
- via our website [www.northerntransportables.com.au](http://www.northerntransportables.com.au).

We collect your personal information for the primary purpose of providing services to you, providing information to our clients and marketing. We may also use your personal information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.

## 5.3 Use of Personal Information

We use your personal information for the following purposes:

- Service Delivery: To provide, operate, and improve our products and services.
- Customer Support: To respond to your inquiries and provide support.
- Marketing: To send promotional materials and newsletters, where you have consented to receive such information.
- Personalisation: To tailor our services to your preferences and interests.
- Compliance: To comply with legal and regulatory obligations.

When we collect personal information, we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

## 5.4 Sensitive Information

Sensitive information is defined in the *Privacy Act* to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- for the primary purpose for which it was obtained;
- for a second purpose that is directly related to the primary purpose; and
- with your consent, or where required or authorised by law.

## 5.5 Third Parties

Where reasonable and practicable to do so, we will collect your personal information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

## 5.6 Disclosure of Personal Information

We may disclose your personal information to:

- Service Providers: Third-party service providers who assist us in operating our business.
- Affiliates: Our affiliates and subsidiaries for the purposes outlined in this policy.
- Legal Authorities: Law enforcement agencies, regulators, and courts where we are required to do so by law.
- Business Transfers: Parties involved in any merger, acquisition, or sale of our assets.

## 5.7 Security of Personal Information

We implement and continuously update reasonable security measures to protect your personal information from unauthorised access, use, modification, or disclosure. However, no data transmission over the internet or data storage system can be guaranteed to be 100% secure.

Your personal information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When your personal information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your personal information.

### 5.8 Access to and Correction of Personal Information

You have the right to:

- Access: Request access to the personal information we hold about you.
- Correction: Request correction of your personal information if it is inaccurate, out-of-date, incomplete, irrelevant, or misleading.

To exercise these rights, please contact us. Northern Transportables will not charge any fee for your access. In order to protect your personal information, we will require identification from you before releasing the requested information.

### 5.9 Maintaining the Quality of your Personal Information

It is important to us that your personal information is up to date. We will take reasonable steps to make sure that your personal information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

### 5.10 Use of Cookies and Other Tracking Technologies

Our website may use cookies and similar technologies to collect and store information about your usage patterns. You can control the use of cookies through your browser settings. However, disabling cookies may affect your ability to use certain features of our website.

## 6 THIRD-PARTY LINKS

Our website may contain links to third-party websites. We are not responsible for the privacy practices of these websites and encourage you to review their privacy policies.

## 7 CHANGES TO THIS PRIVACY POLICY

We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. The updated policy will be posted on our website, and the effective date will be noted.

## 8 COMPLAINTS

If you have a complaint about the way your personal information is being managed by Northern Transportables or have a query regarding your privacy, you should contact the Privacy Officer.

## 9 CONTACT US

If you have any questions or concerns about this Privacy Policy or our privacy practices, please contact us at:

Northern Transportables  
 PO BOX 39165 WINNELLIE NT 0821  
 compliance@northerntransportables.com  
 +61 8 8995 6500

## 10 RECORDS AND ATTACHMENTS

06-FOR-CP-063 – Complaint Record Form

## 11 DOCUMENT CONTROL

Version	Document Name	Authorised By	Revision Date	Next Revision
Version 2.0	Privacy Policy	Name: Simon Donnelly Position: Managing Director	May 2024	May 2027