



## PRIVACY POLICY

Cable Layers Australia Pty Ltd is committed to maintaining the privacy of all employees. CLA will not wilfully disclose any personal information regarding our employees without first obtaining their approval, unless required to do so to satisfy a legal obligation.

In the course of employing our workers, CLA is obliged to collect some personal and sensitive information.

The content of personal information may include: name, address, date of birth, occupation, gender, marital status, employment history, educational and training qualifications and certificates. Sensitive content may include tax file numbers, pre-employment medical information and relationship details.

Personal and sensitive information is retained in personnel files with access restricted to Top Management and personnel performing payroll duties and maintaining training records. Computerised records have restricted access and hard copies are retained in secured filing cabinets.

With the following exceptions, personal or sensitive information is disclosed whereby:

- An employee's Tax File Number is disclosed to the Australian Taxation Office and the employee's Superannuation Fund where requested. Failure on our behalf to provide this information could see the employee's wages taxed at a higher rate.
- CLA may be required to provide information to the Child Support Agency, but where this is requested, the employee will be advised of the request.
- CLA may be required to furnish our clients with proof of an employee's training, qualifications and, in some cases, an overview of the employee's experience. Failure to provide this information could see CLA employees excluded from work sites and in breach of contract.
- CLA may be required to disclose driver's license and driving record information for insurance purposes and proof of Identification.

CLA respects the privacy of their employees and makes every effort to ensure that confidential and/or private information is securely retained with limited access. Employees wishing to access their personal information must make their request to the Operations Manager, during normal business hours.

CLA will comply with all current legislation and this policy will be reviewed at regular intervals and revised where appropriate.

A handwritten signature in blue ink, appearing to be 'Jason Knight', written over a faint horizontal line.

Jason Knight  
(Managing Director)



8 June 2016