

## **Privacy & Data Protection Policy**

### **Policy Statement**

Aroshy is committed to protecting the privacy and confidentiality of personal information collected from employees, clients, subcontractors, and stakeholders. We comply with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APPs), ensuring data is collected, stored, used, and disclosed responsibly.

### **Scope**

This policy applies to all personal information handled by Aroshy, including data related to employees, job applicants, clients, subcontractors, suppliers, and website users.

### **Collection of Information**

- Personal information is collected only where necessary for employment, project delivery, compliance, or business operations.
- We collect information lawfully, fairly, and with consent where required.

### **Use of Information**

- Information is used only for its intended business purpose, such as employment records, project management, payroll, compliance reporting, and client communications.
- Personal data will not be sold or disclosed to third parties unless required by law or with prior consent.

### **Data Security**

- Aroshy takes reasonable steps to protect personal information from loss, misuse, unauthorised access, modification, or disclosure.
- Physical records are secured, and electronic data is protected with appropriate access controls.

### **Access and Correction**

- Individuals may request access to, or correction of, their personal information by contacting Aroshy.
- Requests will be actioned in accordance with the *Privacy Act 1988 (Cth)*.

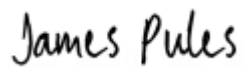
### **Responsibilities**

- **Management:** Ensure compliance with privacy laws and maintain secure systems.
- **Employees:** Handle personal information responsibly and report any breaches immediately.

### **Review**

This policy will be reviewed annually or when legislative changes require updates.

**Approved by:**



Director, Aroschy Pty Ltd  
01/10/25