



## Privacy Policy

John Holland CPB Ghella (JHCPBG) is committed to protecting the privacy of all individuals. We will comply with the *Privacy Act 1988* (Cth) (Act) and the Australian Privacy Principles contained within that Act. All employees, officers and contractors of JHCPBG are expected to comply with the Act and this Policy during the design and construction of the Sydney Metro City & Southwest Tunnel and Station Excavation Works Project. This Policy also applies to all the web pages maintained by the Project.

JHCPBG will abide by the following principles:

- Ensure our staff, subcontractors and suppliers understand and comply with our privacy standards;
- Provide a copy of the Privacy Statement (attached) to any person who is asked to provide their personal details to JHCPBG;
- Ensure personal information is only collected in a lawful and fair way that is not unreasonably intrusive and only if the personal information is necessary for our business purposes;
- Collect sensitive information only with the individual's consent;
- Not disclose any personal information to an unrelated third party, except with the individual's consent or where required to do so by law;
- Ensure only authorised personnel who have agreed to keep the personal information confidential have access to the information;
- Take reasonable steps to keep personal information up to date, accurate and complete, and;
- Provide individuals with access to their personal information on request.

A handwritten signature in blue ink, appearing to read 'Terry Sleiman', with a long horizontal flourish extending to the right.

**Terry Sleiman**  
**Project Director**

June 2017



## JHCPBG PRIVACY STATEMENT

This statement will be published on JHCPBG's Sydney Metro City & Southwest Tunnel and Station Excavation Works (TSE) Project website. We will provide this statement upon request to anyone who gives personal information to us or our contractors, in line with the JHCPBG Privacy Policy.

Any personal information that you provide will be used to deal with your request or enquiry. This may involve disclosing your personal information to service providers who assist in constructing the TSE Works. These organisations are required to comply with the principles of this statement.

Your personal information and details of our contact with you will be held on the Consultation Manager database and used to record and administer your comment, complaint or request.

Your personal information will only be accessible and used by personnel dealing with your enquiry. We do not use, or disclose, any personal information that you provide to us for the purpose of direct marketing.

You should be aware that the internet is not a secure environment. However, JHCPBG uses all reasonable efforts to ensure that any personal information collected is held securely. In addition, only authorised personnel have access to personal information.

Please let us know if your personal information changes and we will make every effort to keep any details we hold up to date and accurate.

Any emails that you send will be automatically scanned, which could result in certain attachments and styles of messages being automatically blocked and forwarded to our IT administrators to authorise the content. This is done purely for IT security purposes and our IT administrators will not access the contents of your emails once this process is completed.