



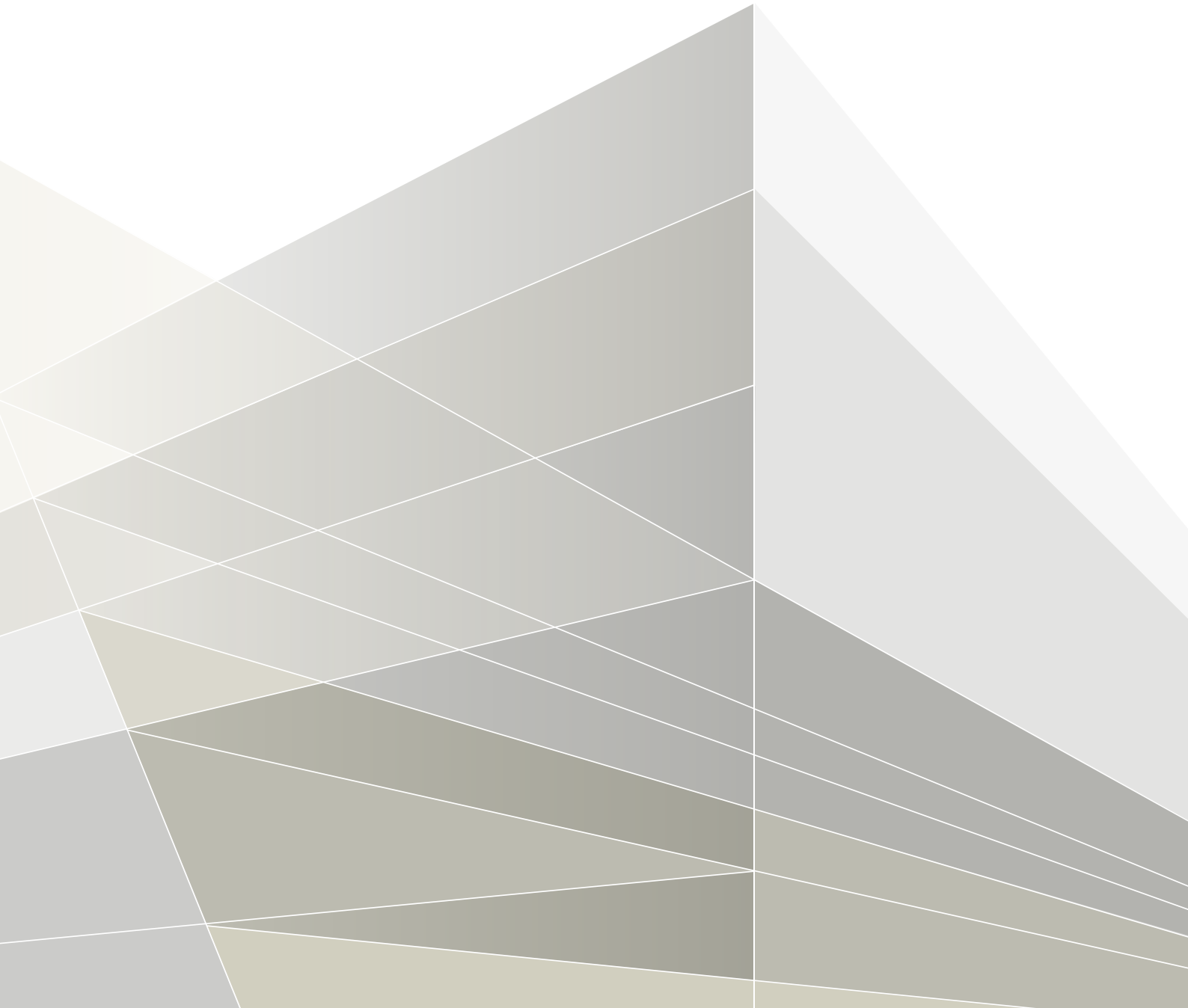
PRIVACY POLICY

Policy Document

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Authorised by: Gary Hartley



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1. Introduction

NEO CONSTRUCT recognises that they are responsible for providing systems and procedures to ensure the privacy and security of company and client data.

2. Privacy Policy

At Neo Construct we respect and protect the privacy of our clients, prospective clients and others. Neo Construct is committed to ensuring that all directors and staff involved in the management of the company comply at all times with their obligations under the Privacy Act 1998 and Privacy Amendment Act 2000.

This Privacy Policy explains how our clients', prospective clients', other visitors', prospective, current and past employees', contractors' and sub-contractors' personal information is collected and used. This Privacy Policy applies to Neo Construct's website, marketing activities, products, services and our client database. For more information about privacy issues in Australia and protecting your privacy, visit the Australian Federal Privacy Commissioner's website. We reserve the right to change or withdraw sections of this Privacy Policy at any time.

3. Existing Client Information

The contact details, information, documents and other data of clients who have engaged with Neo Construct will be stored on our secure server.

- › Neo Construct is the sole owner of this database.
- › Neo Construct warrant that they will not sell, share or rent the information on this database in any manner to any unaffiliated third parties unless required by law.

4. Employees, Contractors and Sub-Contractors

Neo Construct also collects and retains information about its employees, contractors and sub-contractors for the purpose of conducting its business and providing ongoing business services. Neo Construct may also hold information, from time to time, provided by persons and companies who seek employment, or a contractor relationship, with Neo Construct.

5. Security and Privacy

Neo Construct takes every precaution to protect the confidentiality and security of the personal information of, prospective clients and clients by using industry-standard security safeguards, such as firewalls, coupled with carefully developed security procedures. These measures are designed to protect client information from loss, misuse or unauthorised alteration.

However, no data transmission over the Internet can be guaranteed as totally secure so whilst we strive to protect such information, we do not warrant and cannot ensure the security of information which you transmit to us. Accordingly, any information which you transmit to us is transmitted at your own risk.

The main tools used by Neo Construct are:

- › Establish strong passwords.
- › Put in place strong firewall.
- › Install up to date antivirus protection.
- › Update software and programs regularly
- › Secure laptops with strong passwords DO NOT USE any free Wi-Fi or Hot Spot services
- › Secure all mobile phones DO NOT USE any free Wi-Fi or Hot Spot services
- › Backup all data regularly.
- › Monitor all of the above items and review the systems every 3 months and new technology that may have become available.

6. Disclosures and Transfers

Neo Construct does not disclose personal information to third parties except if;

- › We have the individual's permission to make the disclosure;
- › The disclosure is permitted by law or mandatory professional standards;
- › The disclosure is reasonably related to the execution and conduct of the works contract that exists;
- › The disclosure is reasonably necessary for the establishment or maintenance of legal claims;

Neo Construct confirm that should any breach occur that they will inform all clients of such breach immediately.

AUTHORISED BY:

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Director



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