

PRIVACY POLICY

DIG is committed to protecting the privacy of individuals. Any information from which an individual's identity is apparent or can be reasonably ascertained, such as a person's name or contact details, will be protected by the principles outlined in this Policy.

The purpose of this Privacy Policy, "information" is described as:

"Personal information" means information relating to an individual, including an opinion, which may be provided to DIG either in material form or not, and whether true or not. Such information may personally identify an individual or make the person's identity reasonably apparent.

"Sensitive information" means information or an opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual practices, criminal record or health information.

DIG takes its obligations under the Privacy Act seriously and will take all reasonable steps in order to comply with the Act and protect the privacy of personal information that it holds.

To deliver our commitment, we will:

- communicate this Policy to all employees, and contractors performing services for us, to ensure they are aware of their requirement to comply with our privacy principles.
- comply with our Code of Ethics and the Privacy Act 1988 as amended by the Privacy Amendment (Private Sector) Act 2000.
- ensure lawful, fair and unobtrusive means are used to only collect personal information that is necessary for our business purposes.
- collect sensitive information only with the individual's consent and not disclose any of this information to any unrelated third party, except with the individual's consent or where we are required by law to do so.
- dispose of personal information in a secure manner when we have no further need for it or are required by law to do so.
- ensure only authorised personnel have access to personal information.
- allow all individuals to access their personal information and provide written notification of any change, modification or correction.
- Periodically review and revise this Privacy Policy to maintain its relevance.

Every employee has a responsibility to comply with this policy and our procedures covering the protection of personal information.

Edwin Davey - Managing Director

Signed:

