



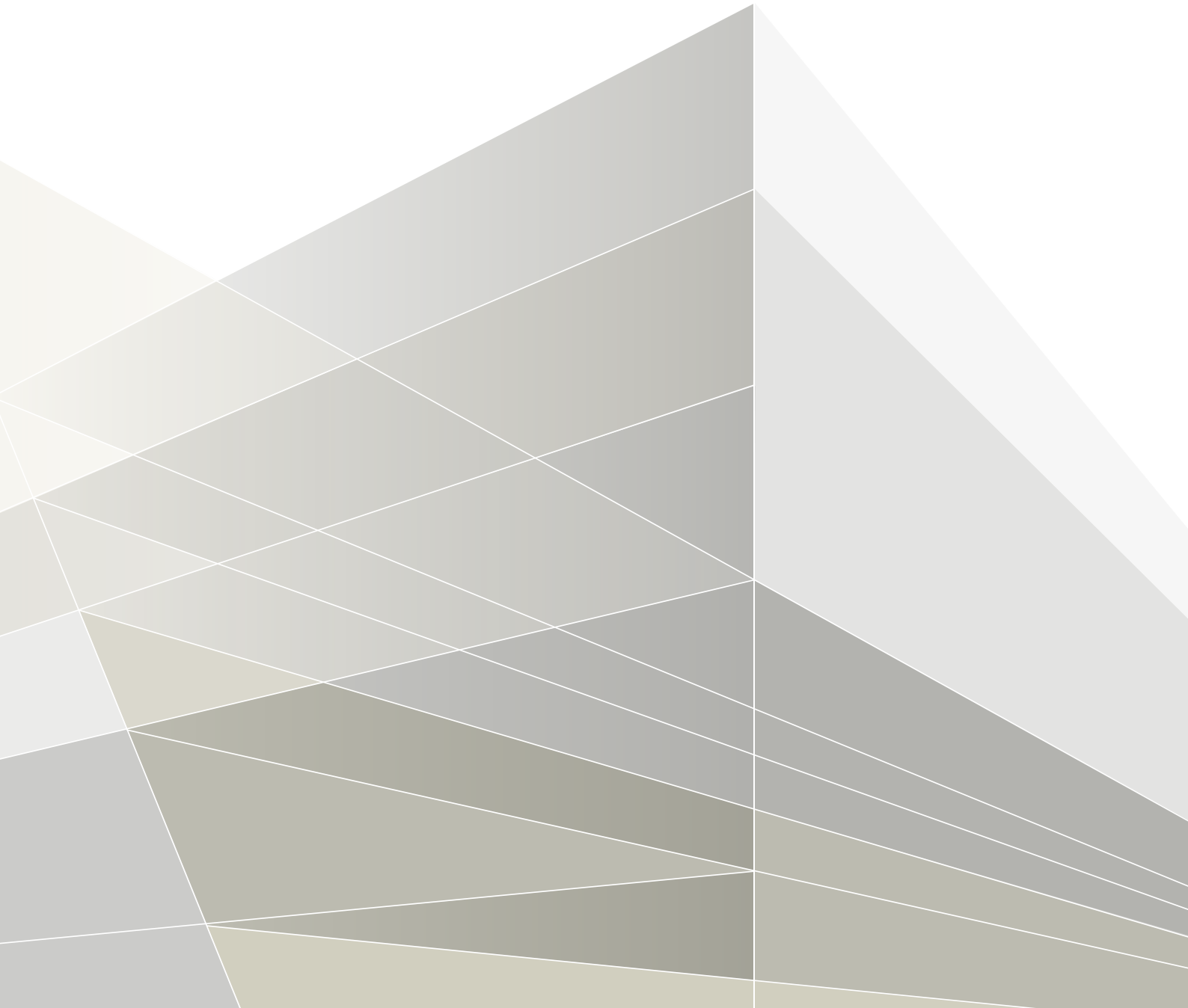
PRIVACY POLICY

Policy Document

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Authorised by: Gary Hartley



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1. Introduction

NEO CONSTRUCT recognises its responsibility to provide 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 managing the company comply at all times with their obligations under the Privacy Act 1988 (Cth), including the Australian Privacy Principles (APPs).

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

We store the contact details, information, documents, and other data of clients who have engaged with Neo Construct on our secure server.

- › Neo Construct is the sole owner of this database.
- › Neo Construct warrant that it will not sell, share or rent the information in 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 to conduct its business and provide ongoing business services. Neo Construct may also hold information from time to time provided by persons and companies seeking employment or a contractor relationship with Neo Construct.

5. Security and Privacy

Neo Construct takes every precaution to protect the confidentiality and security of prospective clients' and clients' personal information 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 that you transmit to us is transmitted at your own risk.

The main tools used by Neo Construct are:

- › Establish strong passwords.

- › Put in place a 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
- › Back up all data regularly.
- › Monitor all of the above items, review the systems every 3 months, and review any new technology that may 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;

Where a data breach is likely to result in serious harm, Neo Construct will notify affected individuals and the Office of the Australian Information Commissioner (OAIC) in accordance with the Notifiable Data Breaches scheme under Part IIIC of the Privacy Act 1988 (Cth).

7. Privacy Complaints

Anyone with a concern about how Neo Construct has handled their personal information can contact us directly, and we will investigate and respond promptly. If a complaint is not resolved to the individual's satisfaction, they may refer the matter to the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au.

AUTHORISED BY:

Gary Hartley
Director

A handwritten signature in black ink that reads "Gary Hartley". The signature is written in a cursive, flowing style.

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