



## PRIVACY STATEMENT

The Gulf Group is committed to promoting an organisational culture which respects the privacy of all people involved with the Company.

This policy applies to any individual employed by Gulf Group; providing services to the Company or associated with the Company.

The Gulf Group will ensure:

- All policies and practices relating to the collection, use and storage of personal information required during the recruitment process, or the period during & after employment with the Company and for anyone providing contractual services to the Company conform to the requirements of the *Privacy Amendment (Private Sector) Act 2000*;
- Prospective employees will only be required to submit relevant personal or sensitive information required to meet statutory requirements and to make an informed recruitment and selection decision relating to a specific position;
- Any personal information submitted to the Company will be secure and will not be forwarded on to third parties under any circumstances, unless with the express written consent of the individual concerned;
- Current or past employees of the Company will have all personal information collected, used or stored in a confidential manner at all times;
- People supplying services to the Company under a sub-contracting arrangement will only be requested to submit relevant personal or sensitive information required to meet statutory contractual and industry requirements;
- The Company's monitoring of e-mail and internet usage of employees and sub-contractors will be in accordance with the QMS A1-004 Procedure For Internet and E-Mail Usage and QMS A1-003 Procedure For Workplace Surveillance and will conform with the requirements of the *Privacy Amendment (Private Sector) Act 2000*

All employees and contractors are responsible for upholding this policy in the course of their responsibilities for the Company.

**James E Cooper**  
**General Manager**

**01<sup>st</sup> July 2009**