

Lucas TCS regards the protection of personal information as very important and is committed to handling personal information in strict accordance with the Australian Privacy Principles contained in the Privacy Act 1988 (Cth).

Lucas TCS will ensure that:

- Personal information collected will be limited to what is needed for business purposes, including recruitment purposes.
- Personal information is collected with the individuals' consent and not disclosed to any unrelated third party, except with the individual's prior consent or when required to do so by law.
- Reasonable steps are taken to protect the personal information we hold from misuse, interference, loss, and from unauthorised access, modification or disclosure.
- Employees and stakeholders are aware of this Privacy Policy and their obligation to comply with our privacy standards.
- Security measures are taken to protect personal information we hold including physical and technological security measures.
- Reasonable steps are taken to destroy or de-identify personal information in a secure manner when we have no further need for it or are required to do so by law.
- There is access to personal information if the individual makes a written request.
- Reasonable steps are taken to keep personal information up to date, accurate and complete.
- Complaints or requests for information in relation to personal information are responded to in a timely manner.
- This Privacy Policy and associated procedures are reviewed regularly to maintain relevance and legal compliance.

Further information about Privacy and Freedom of Information can be obtained from the Office of the Australian Information Commissioner ('OAIC') on 1300 363 992 or www.oaic.gov.au.

Questions regarding this Policy may be directed to your Manager, the HR Manager or the Lucas TCS Legal Counsel.

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