

VTAU Privacy Policy

Scope

This Privacy Policy applies to personal information collected by Voith Turbo Pty Ltd ("VOITH"), and can also be accessed on our website. This Privacy Policy was updated in November 2015.

VOITH is subject to the Information Privacy Principles contained in the Privacy Act (Cth) 1988 and the Privacy Amendment (Enhancing Privacy Protection) Act (Cth) 2012.

Purpose

This purpose of this Policy is to explain how VOITH complies with the requirement to protect information that it holds about Individuals.

Personal Information Handling Practices

Collection

We usually collect personal information about Individuals (being a natural person) directly from those individuals or their authorised representative.

We collect personal information about Individuals that engage with us:

- in the course of employment, (or prospective employment),
- as Customers (or potential Customers) of our products or services,
- as Suppliers (or potential Suppliers) to our business,
- as office holders or shareholders of VOITH,
- as Customer or Supplier or employee of the Voith Group of Companies worldwide,
- Otherwise, by coming into contact with VOITH.

We sometimes collect personal information from a third party or from a publicly available source, but only if:

- the individual has consented to such collection or would reasonably expect us to collect their personal information in this way, or
- if it is necessary for a specific purpose such as the investigation of a privacy complaint.

VOITH collects personal information which is reasonably necessary for its dealings with an individual. Such information may include:

- The name, address, contact details, tax file number and date of birth of an individual
- Education and employment history

VOITH does not generally collect personal information that is of a sensitive nature, such as details of ethnicity, religion, sexual preferences, political opinions, membership of trade/professional/political associations / unions and health information. Under unusual circumstances, VOITH may find that it is reasonably necessary to collect such sensitive information, but only with the Individual's consent.

Use and disclosure

We only use personal information for the purposes for which we collected it - purposes which are directly related to one of our activities.

We do not give personal information about an individual to Government agencies, private sector organisations or anyone else unless one of the following applies:

- the individual has consented
- the individual would reasonably expect, or has been told, that information of that kind is usually passed to those individuals, bodies or agencies
- it is otherwise required or authorised by law
- it will prevent or lessen a serious and imminent threat to somebody's life or health, or
- it is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of public revenue.

Data security

We take steps to protect the personal information we hold against loss, unauthorised access, use, modification or disclosure, and against other misuse.

When the personal information that we collect is no longer required, we destroy or delete it in a secure manner, in accordance with the VOITH's Records Disposal Policy

Your choices

You can access the personal information that we hold about you, and you can ask us to correct the personal information we hold about you.

Our obligations

VOITH is bound by the Information Privacy Principles in the Privacy Act (Cth) 1988.

For more information see our Compliance Officer, George Koorey.

How to contact us

For further information contact us at VTAU2@Voith.com.au or alternatively you can write to us at Building 2, 1-47 Percival Rd, Smithfield, NSW, Australia.



Mats Hansson

Managing Director



George Koorey

General Manager Finance

"Enclosure: definition information"

Privacy Act Information

Definitions

"*sensitive information*" means:

- (a) information or an opinion about an individual's:
 - (i) racial or ethnic origin; or
 - (ii) political opinions; or
 - (iii) membership of a political association; or
 - (iv) religious beliefs or affiliations; or
 - (v) philosophical beliefs; or
 - (vi) membership of a professional or trade association; or
 - (vii) membership of a trade union; or
 - (viii) sexual preferences or practices; or
 - (ix) criminal record;that is also personal information; or
- (b) health information about an individual; or
- (c) genetic information about an individual that is not otherwise health information.

"*health information*" means:

- (a) information or an opinion about:
 - (i) the health or a disability (at any time) of an individual; or
 - (ii) an individual's expressed wishes about the future provision of health services to him or her; or
 - (iii) a health service provided, or to be provided, to an individual;that is also personal information; or
- (b) other personal information collected to provide, or in providing, a health service; or

- (c) other personal information about an individual collected in connection with the donation, or intended donation, by the individual of his or her body parts, organs or body substances; or
- (d) genetic information about an individual in a form that is, or could be, predictive of the health of the individual or a genetic relative of the individual.

"*employee record*" , in relation to an employee, means a record of personal information relating to the employment of the employee. Examples of personal information relating to the employment of the employee are health information about the employee and personal information about all or any of the following:

- (a) the engagement, training, disciplining or resignation of the employee;
- (b) the termination of the employment of the employee;
- (c) the terms and conditions of employment of the employee;
- (d) the employee's personal and emergency contact details;
- (e) the employee's performance or conduct;
- (f) the employee's hours of employment;
- (g) the employee's salary or wages;
- (h) the employee's membership of a professional or trade association;
- (i) the employee's trade union membership;
- (j) the employee's recreation, long service, sick, personal, maternity, paternity or other leave;
- (k) the employee's taxation, banking or superannuation affairs.