

The protection of personal information in the private sector is required by the Privacy Act 1988 (Cth) (the "Act"). All employees and officers of Northern Hume Alliance Ltd ("NHA", or "we" or "us") are expected to comply with the Act and Northern Hume Alliance policies and procedures concerning the protection of personal information.

This policy applies to all our web pages at or accessible from www.northernhumealliance.com.au (the "Website"). It explains our practices with regards to collection and processing of any personal information (i.e., information from which an individual's identity is apparent or can be reasonably ascertained) that may be collected as a result of your use of the Website.

This policy is based on the following principles:

- your personal information will not be shared other than in accordance with this policy, with your permission or in accordance with the Act;
- we will only use your personal information for the purpose for which it was provided.

What information do we collect?

The Website may allow you to contact certain individuals within Northern Hume Alliance and related companies by sending them email, for the purpose of:

- subscribing or unsubscribing to newsletters and media releases;
- providing feedback about the Website;
- requesting general information;
- submitting your job application for a position
- making a general enquiry.

By sending such e-mails, you will be providing us with certain personal information, which may include your name, email address and any other details you include in your email. This information is collected by us solely for the purpose of considering your application or dealing with your request. We may not be able to consider your application or deal with your request without this information.

We do not collect any other information via the Website.

What do we use personal information for?

Unless you agree otherwise, any personal details that you provide to us as a result of accessing the Website and sending us e-mails will only be used for the purpose of dealing with your request or enquiry. We do not use or disclose personal details that you provide to us for the purposes of direct marketing or any similar purposes.

Disclosing Personal Information

As noted above, we may share personal information on a confidential basis with related companies and with contractors performing services for Northern Hume Alliance. Such contractors may include: e.g. information technology and telecommunications providers or professional advisers (including accountants, auditors and lawyers), credit reporting and fraud checking agencies, insurers, human resources consultants and credit providers. Northern Hume Alliance will only make such disclosures to achieve the purpose for which the information was provided. Otherwise, Northern Hume Alliance policy is not to disclose

any personal information to any unrelated third party, except with consent or where we are permitted by law to do so.

Job Applications

If you submit a job application to us then we may disclose this information to related companies, joint venture and alliance partners (see "Disclosing Personal Information" above). Northern Hume Alliance will only make such disclosures for the purpose of our own and our related companies, joint venture and alliance partners who may be considering your application. We and our related companies, joint ventures and alliance partners may keep your job application file indefinitely for that purpose. If you consent, we may also disclose information about you for the purpose of undertaking background checks.

Email Security

In line with our policy and email security, any e-mails that you send will be automatically scanned, which could result in certain attachments and styles of message being automatically blocked. Our IT administrators may have access to your e-mails in order to authorise the content. This is done purely for IT security purposes and our IT administrators will not access the content of your e-mails once this process is complete.

Security of Information

You should be aware that the internet is not a secure environment. However, Northern Hume Alliance uses all reasonable efforts to ensure that any personal information collected is held securely. In addition, only authorised personnel have access to personal information. Such personnel have agreed to ensure confidentiality of this information and are required to comply with this policy.

Accessing and Upgrading Personal Information

If you would like to access any information we hold about you, please contact Northern Hume Alliance Environment and Community Manager by email at community@nha.inCITE.com.au.

Transborder

We may transfer your personal information to foreign countries to achieve the purpose for which the information was provided. We will only transfer your personal information to foreign countries with your express or implied consent or where we are satisfied that we may do so consistently with the Act.

Complaints and Further Information

If you have a complaint or require further information about how Northern Hume Alliance handles personal information or any privacy issues, please contact our Environment and Community Manager by email at community@nha.incite.com.au by phone 1800 066 350.

Our Contact Details

84-88 Murray Street
Wagga Wagga NSW 2650
Phone: 1800 066 350
Fax 02 69 468 8499