



Labrador Petro-Management Pty Ltd

Privacy Policy

As Directors of Labrador Petro-Management Pty Ltd (LPM) we are committed to protecting and maintaining the privacy, accuracy and security of personal information for employees, contractors and clients.

We collect personal and sensitive information that is relevant to our business relationships. We normally collect this information only directly from the individual. We limit the use of personal information to:

- ❖ Carrying out our business.
- ❖ Fulfilling our legal requirements (for example, disclosure to law enforcement agencies or the courts).
- ❖ Recommending services that the individual may need (eg insurance).

We will not share, sell or trade personal information, without the individual's consent, to any non LPM owned company or person excepting when we provide limited information to:

- ❖ Our alliance partners, when an employee or contractor may be required to work with them.
- ❖ Our insurance agents, when an employee or contractor may be covered by them.
- ❖ Our clients, when an employee or contractor may be undertaking work for them.

We require these companies to apply the same standards of care so they cannot provide this information to anyone else. We enforce this requirement through contractual agreements.

We ensure secure access to personal information:

- ❖ Only employees of LPM and those who perform services on our behalf, and who are authorised to handle personal information, will have access to personal information.
- ❖ All electronic information is stored on a server behind a secure firewall and access is limited to authorised personnel via login ID and password protected security.
- ❖ All paper-based information is stored in a secure location. Our offices are secured with a monitored alarm system and all files are stored on the premises under lock-and-key with access limited to authorised personnel.

We ensure the accurate retention and safe destruction of records:

- ❖ We will not retain any personal information for any longer than it is required by us, except to fulfil our legal obligations. As a guide, the law generally requires us to retain information for seven years after an account is closed, however we may retain information for shorter or longer periods than this, depending upon any specific legal requirement and the needs of our business.
- ❖ All paper-based information is shredded and disposed of via secure paper collection. Electronic files are overwritten and deleted from our storage systems.
- ❖ We will, with the help of the individual, keep personal information accurate, complete and up to date. An individual can access most of the personal information we hold about him/her and request corrections. This right is subject to some exceptions; for example, we may not provide access to information relating to existing or anticipated legal proceedings. We will ask for proof of identity before we provide any personal information.

THOMAS R BRAND
Managing Director

RONALD J BELL
Director

CHRISTOPHER A WILSON
Technical Director

OLE P MOLLER
Director - Operations