

# Valmont Privacy Policy

## 1.0 Definitions & Scope

Valmont Australia is committed to protecting the privacy of individuals' personal information by complying with the Australian Privacy Principles (APPs) as set out in the *Privacy Act 1988 (Cth)* and *Privacy Act 2020 (NZ)* ("Privacy Act"). The purpose of this policy is to set out the privacy commitments of Valmont and its subsidiaries when it collects, uses, discloses, accesses or otherwise handles the personal information of customers, suppliers, contractors, its employees and other workplace participants.

This policy details how personal information in Valmont Australia (ABN 58 000 507 415) and its Australian and New Zealand subsidiaries [its subsidiary companies being; Donhad Ltd; Industrial Galvanizers Corporation Pty Ltd (including; Industrial Galvanizers, Ingal Civil Products, Ingal EPS,); Webforge Australia Pty Ltd; Locker Group Australia; Locker Group NZ and Webforge NZ] (referred to as the "Company" "we", "our" or "us" throughout this policy) is handled.

Personal information (as defined by the Privacy Act) means information that identifies you or could reasonably identify you. This includes information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not and whether the information or opinion is recorded in a material form or not.

Specifically, this policy outlines what personal information the Company will hold, the purpose for which it is held, how that information is used and disclosed, and how you can access the information held about you and then correct that information if necessary.

## 2.0 Collection of Personal Information

The Company will only collect personal information about you where that information is reasonably necessary for the purpose of conducting our business and/or meeting our employer obligations. We collect the information that you provide in your communications with us and/or as required on forms associated with employment records. We may also collect information from a third party or publically available source, where consent has been provided by the individual or the individual would reasonably expect us to collect personal information in this manner.

The Company will only collect personal information in a way that is fair, lawful and not overly intrusive.

The Company will not collect or hold sensitive information (as defined in the Privacy Act) about you without your consent, or use or store government identifiers in relation to your personal information (with the exception of Tax File Numbers to meet government taxation requirements).

There may be situations where the Company will be required by law to collect certain personal and/or sensitive information on/from individuals. In such circumstances, the Company is obliged to inform the individual of this.

### 3.0 Use of Personal Information

The Company only collects personal information which is reasonably necessary for its functions and activities, which may include, but is not limited to:

- Enabling the Company to provide customers with more effective customer services;
- Communicating with customers, such as to let them know of other products and/or services which might interest them;
- Communicating with suppliers;
- Managing employees, contractors and other workplace participants, such as to ensure that they are meeting obligations under relevant legislation as well as their contract of employment and to administer any employee share plans and employee option plans;
- Ensuring the health, safety and welfare of workplace participants at times when they are performing work for the Company;
- Allowing appropriate insurance coverage for workplace participants to be obtained;
- To meet our Australian and New Zealand taxation and superannuation obligations.

### 4.0 Disclosure of Personal Information

The Company may disclose your personal information in confidence to related bodies corporate, subcontractors and service providers in the course of conducting our business. We may also disclose your personal information in confidence to third parties when undertaking joint promotions. In these cases, we require the subcontractor, service provider or third party to hold and use the personal information strictly in accordance with the terms of this policy.

Your personal information may be disclosed to potential buyers of Valmont Australia, our assets or businesses under an undertaking of secrecy as part of a bid or sale process.

We will not sell your personal information to third parties for the purpose of enabling them to market their products and services to you.

Otherwise, the Company will only use or disclose your personal information as required to fulfil the purpose for which it was collected, unless:

- You have expressly or impliedly consented to its further use or disclosure;
- You would reasonably expect the Company to use or disclose it in such a way;
- It is required or authorised by or under an Australian law or a court/tribunal order

Further, in accordance with the Privacy Act, the Company may use or disclose your personal information where a permitted general situation exists, if we reasonably believe the use or disclosure is necessary:

- to lessen or prevent a serious and imminent threat to an individual's life, health or safety or a serious threat to public health or public safety:

- to investigate or remedy suspected unlawful activity or misconduct of a serious nature relating to the Company;
- for the establishment, exercise or defence of a legal or equitable claim; or
- for the purposes of proceedings before any court or tribunal, or implementation of the orders of a court or tribunal.

## **5.0 Security of Personal Information**

The Company must retain certain personal records in accordance with legislation. In many cases, this includes maintaining records for the prescribed period of time after the last entry is made.

The Company will take all practicable steps to protect personal information from misuse, loss and unauthorised access, modification or unintended disclosure. We will also take reasonable steps to destroy or permanently de-identify personal information that is no longer needed for any purpose.

## **6.0 Access to, and Correction of, Personal Information**

The Company will take reasonable steps to ensure that personal information held by the Company is accurate, up to date and complete. These steps include maintaining and updating personal information when we are advised by individuals that their personal information has changed, including that of next of kin or emergency contacts, and at other times as necessary.

If an individual requests access to the personal information held by the Company about them, or requests that we correct that personal information, we will facilitate access or make the requested corrections as appropriate, unless we consider there to be a reason under the Privacy Act (or any other relevant legislation or law) to withhold or restrict access to the information. In such circumstances, the Company will provide reasons for the denial of access or refusal to correct the personal information.

## **7.0 Technology and Privacy**

Individuals interacting or transacting with the Company should be aware that most software used to operate networks, including web servers, mail servers and gateways, will log transactions and communications.

Such logs normally include the e-mail addresses of senders and recipients and the time of transmission. The content of e-mails themselves would not normally be logged by software, but may be stored on mail servers. Similarly, web server logs record information on the sites that people visit. It should also be noted that Company System Administrators are also capable of reading the contents of e-mails sent and received by the corporate network.

Individuals accessing Company email or internet services should be aware that the Company cannot guarantee that recipients of communications or information provided to external sources abide by the same privacy practices applied by Valmont Australia.

It should be noted, however, that e-mails which contain personal information are records for the purposes of the Privacy Act and, accordingly, the personal information contained in email transmissions utilising Company provided email or internet services are covered by this policy.

**Important Note:** Employees utilising email and internet services provided by the Company in the course of their employment should familiarise themselves with the Company [Systems Usage Policy](#), which sets out the proper and permitted use of the network, including Internet e-mail and web browsing.

**Notification of Changes**

The Company may revise this policy from time to time by distributing a revised policy electronically, or by posting the revised policy on our website.

Please note that our use of your personal information will be based on the Privacy Policy in effect at the time the information is used.

**For further information regarding the *Privacy Act 1988*:**

Contact the Office of the Australian Information Commissioner (OAIC)

Telephone: 1300 363 992

Website: <https://www.oaic.gov.au/>

**Or Privacy Commissioner of NZ (in relation to the *Privacy Act 2020*)**

Telephone: 0800 803 909

Website: [www.privacy.org.nz](http://www.privacy.org.nz)

**Authorisation**

This policy has been reviewed and approved by the Senior Regional Human Resource Manager APAC.



**Mike Spry**  
Senior Regional Human Resource Manager APAC

**Policy Version History**

Version Number	Date of Issue	Summary of Key Changes
1.0	17/04/2014	Initial Policy Release
1.1	18/01//2016	Updating Definitions and Scope
1.2	9/09/2021	Reviewed against AU and NZ Legislation