

## Purpose

Meneghello Industrial Group (MIG) is committed to protecting the privacy of employees, contractors, customers and business partners. Personal information is managed in accordance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles.

## Collection

MIG collects personal information only where reasonably necessary for employment, safety, business, or legal purposes. This may include names, contact details, employment records, licence details, payroll information, emergency contacts and relevant medical information.

Information is collected through forms, interviews, correspondence, electronic systems and direct communication.

## Use and Disclosure

Personal information is used for employment administration, workplace health and safety, payroll, compliance, and general business operations.

MIG will not disclose personal information without consent unless required or authorised by law, or where necessary to meet contractual or regulatory obligations. Any third parties engaged by MIG must handle information appropriately.

## Security

MIG takes reasonable steps to protect personal information from misuse, loss, unauthorised access or disclosure. Information is stored securely in electronic systems and/or controlled hard copy files.

## Accuracy

Employees and contractors must notify MIG of any changes to their details.

## Retention

Personal information is retained only as long as required for business or legal purposes and will be securely destroyed or de-identified when no longer needed.



Andre Meneghello  
Managing Director

17<sup>th</sup> March 2026