

# Privacy Policy

---

## 1 Purpose

DMTC Ltd (DMTC) respects personal information. This policy provides a framework for DMTC to deal with privacy considerations.

## 2 Policy scope/coverage

This policy applies to any persons from whom DMTC collects information as specified under the Privacy Act 1998 (Cwlth).

## 3 Policy statement

### 3.1 Policy overview

DMTC Ltd collects and administers a range of personal information for the purposes of conducting its business in managing, planning and facilitating research activities to develop new materials and manufacturing technologies for the defence sector. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

DMTC Ltd recognises the right of individuals to have their information administered in ways which they would reasonably expect, including protection of and access to personal information. These privacy values are reflected in and supported by our core values and philosophies.

DMTC Ltd is bound by the Privacy Act 1998 (Cwlth) which imposes specific obligations when it comes to handling information, subject to exemptions that apply to DMTC under the legislation. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

### 3.2 Application

DMTC Ltd will:

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access;
- Take reasonable steps to ensure the information it collects is accurate, complete, up to date, and relevant to the functions it performs;
- Only release personal information about a person with that person's express permission;
- Release information to third parties where it is requested by the person concerned; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

#### Linked Policies, Procedures, Guidelines and Forms

- Policy approval policy
- Code of Conduct
- Version control policy

Controlled Document			
Authority: Board of Directors	Version No: 1	Date: 9 December 2014	Page 1 of 1
M:\Policies, Procedures, Guidelines and Forms\DMTC Policies\DMTC Policies\Policy - Privacy Policy.docx			