



PRIVACY POLICY

Silver City Drilling shall comply with the requirements of the Privacy Act 1988 regarding the collection, maintenance, storage and use of personal information.

For the purpose of this policy a record means:

- A document;
- A database; or
- A photograph or pictorial representation of a person.

But does not generally include:

- A generally available publication; or
- Anything kept in a library, art gallery or museum for the purposes of reference, study or exhibition.

Silver City Drilling shall apply the following principles:

- Personal information shall not be collected for inclusion in a record, or in a generally available publication, unless the information is collected for a lawful purpose related to the functions of the Company and the collection is necessary to the function of Silver City Drilling.
- Silver City Drilling shall minimise the collection of personal information so that it is not seen as an invasion of privacy, however the information that is asked for is requested for good management purposes.
- Information provided by employees shall be maintained under the Silver City Drilling Services records management system, as described in the Safety and Health Management System (SHMS). Records containing personal information are shredded as part of disposal. Electronic data is protected through password controlled systems. Access to personal information is restricted to authorised Company personnel.
- Personal information retained on employees includes the information recorded on employment forms, medical examinations and testing etc, training records and other Company documentation.
- Employees may request a copy of their personal records, provision of which must be approved by the Director.
- Silver City Drilling will not alter personal information provided unless provided with employee authorisation to do so, and the information provided by individuals shall be considered valid until the Company is notified.
- Personal information will not be used for purposes other than for which it was collected.
- If required under the law, your personal information may be passed onto the relevant Government Department.

A handwritten signature in black ink, appearing to read "Vivian Oldfield", is written over a light blue horizontal line.

Vivian Oldfield
Director
20 March 2015
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