

Leighton Holdings Policy for Privacy

LHL PRIVACY POLICY

Leighton Holdings Limited (“Leighton”) is committed to protecting individual’s privacy.

The protection of personal information in the private sector is required by the Privacy Act 1988 as amended by the Privacy Amendment (Private Sector) Act 2000 (“Act”). In accordance with Leighton’s Code of Ethics, all employees and officers of Leighton are expected to comply with the Act and Leighton’s policies and procedures concerning the protection of personal information.

If Leighton collects any personal information (ie. information from which an individual’s identity is apparent or can reasonably be ascertained) such as a person’s name or contact details, Leighton will comply with the following principles:

1.0 Collecting and Using Personal Information

Leighton will only collect and use personal information that is necessary for its business purposes. Where reasonable and practicable personal information is collected directly from the individual. Leighton will only collect personal information by lawful, fair and unobtrusive means. Leighton will only collect sensitive information with the individual’s consent. For information on Leighton’s information practices specific to our website, please read our *Website Privacy Policy*.

2.0 Disclosing Personal Information

We may share personal information with related companies or with contractors performing services for Leighton which are required by Leighton to comply with these principles. Otherwise, Leighton’s policy is not to disclose any personal information to any unrelated third party, except with consent or where we are required by law to do so.

3.0 Retention and Disposal of Information

Leighton will only keep personal information it needs. Leighton will dispose of such information when it has no further need to use it or it is required by law.

4.0 Security

Leighton uses all reasonable efforts to ensure that any personal information collected is held securely. In addition, only authorised personnel have access to personal information. Such personnel have agreed to ensure confidentiality of this information.

5.0 Accessing and Updating Personal Information

Leighton makes every effort to keep any personal information up to date and accurate. Individuals may access their personal information and notify us of any change, modification or correction by contacting Leighton's *Privacy Manager* Mr Ashley Moir at *email address*: ashley.moir@leighton.com.au or *phone number*: (02) 9925 6666.

6.0 Complaints and Further Information

If you have a complaint or require further information about how Leighton handles personal information or any privacy issues please contact our *Privacy Manager* Mr Ashley Moir at *email address*: ashley.moir@leighton.com.au or *phone number*: (02) 9925 6666.