

WEBSITE PRIVACY POLICY

Introduction

Leighton Holdings Limited ("Leighton") ACN 004 482 982 is committed to protecting the privacy of individuals.

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"). 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.

This policy is based on the following principles:

- privacy of personal information is of paramount importance to Leighton;
- your personal information will not be shared, other than in accordance with this policy without your permission or in accordance with the Act;
- we will only use your personal information for the purpose for which it was provided.

This policy applies to all our web pages at www.leighton.com.au, ("the Site"). It explains our practices with regards to collection and processing of any personal information (i.e. information from which an individual's identity is apparent or can be reasonably ascertained) and that may be collected as a result of your use of the Site.

What information do we collect?

This Site allows you to contact Leighton and companies associated with Leighton by sending e-mails, for the purposes of:

- subscribing or unsubscribing to newsletters, media releases or other communications;
- requesting information about Leighton; or
- making other enquiries.

By sending e-mails, you will be providing us with certain personal information, which may include your name, e-mail address and any other details you include in your e-mail. This information is collected by us for the purpose of dealing with your request. We may not be able to deal with your request without this information.

We do not collect any other personal information via the Site. We do not use cookies, web tracking or other devices to collect your personal information.

What do we use personal information for?

Any personal details that you provide as a result of accessing the Site or sending e-mails will be used for the purpose of dealing with your request or enquiry. This may involve disclosing your personal information to other companies within the Leighton group of companies, or to service providers who assist us in operating our business. These organisations are required by Leighton to comply with this policy.

If your request involves subscription to newsletters or other material or requires us to send you communications, your details will be provided to Technical Resources Pty Limited, a wholly owned subsidiary of Leighton which manages our Corporate Affairs Database ("the Database"). Your details and information about the communications you wish to receive will be held on the Database and used for the purpose of administering your subscription or request. Technical Resources or Leighton may use your e-mail details to contact you from time to time to provide you with information about Leighton.

With regard to all other enquiries, your details will only be accessible and used by personnel dealing directly with your request. We do not use or disclose any personal details that you provide to us for the purposes of direct marketing.

Disclosing Personal Information

As noted above, we may share personal information with related companies or with contractors performing services for Leighton which are required by Leighton to comply with this policy. Leighton will only make such disclosures to achieve the purpose for which the information was provided. 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.

The Leighton group of companies

Information about the companies in the Leighton group can be found in the Corporate structure section of this site.

If you are sending e-mails to companies within the group other than Leighton, you should review their privacy policies or contact them directly.

Retention and Disposal of Information

Leighton will only keep personal information it needs for the purpose for which it was collected. Leighton will dispose of such information when it has no further need to use it or it is required by law to do so.

E-mail Security

In line with our policy on e-mail security, any e-mails that you send will be automatically scanned, which could result in certain attachments and styles of message being automatically blocked. Our IT administrators may have access to your e-mails in order to authorise the content. This is done purely for IT security purposes and our IT administrators will not access the contents of your e-mails once this process is complete.

Security of Information

You should be aware that the Internet is not a secure environment. However, 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 and are required to comply with this policy.

Accessing and Updating Personal Information

Please let us know if your details change and we will make every effort to keep any personal information held up to date and accurate. You can access your personal information and notify us of any change, modification or correction, by contacting Leighton's Privacy Manager Ashley Moir by email or on (02) 9925 6666 or the individual to whom the information was first provided.

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, Ashley Moir by email or on (02) 9925 6666.

Links with other Sites

For your convenience, our site has links to other websites which may be of interest to you. When you activate the hyperlink you will leave this website. These websites are not endorsed or controlled by Leighton nor are they covered by this policy. You should review the privacy policy on any such website.

Our Contact Details

Our contact details are available in the Group directory section of this site.