

Purpose

This Privacy Act Statement applies to Backam Group Pty Ltd. We are committed to protecting the privacy of individuals' personal information and complying with the privacy legislation and regulations of the states in which we operate. Backam Group is bound by the Privacy Act 1988 (Cth), including Australian Privacy Principles (APPs). All employees and officers must comply with this Statement and the Act.

What is protected

Any personal information or record relating to an identified or reasonably identifiable person is protected under this Statement

Our privacy commitments

To deliver our commitment to privacy, Backam Group will:

- Comply with the APPs under the Privacy Act in relation to personal information.
- Communicate this Statement to employees and stakeholders and provide it to anyone who asks for it.
- Collect personal information by lawful, fair and reasonably unobtrusive means and only where necessary for our functions or activities.
- Collect sensitive information only with consent (or as otherwise permitted by law) and not disclose personal information to unrelated third parties except with consent or where permitted or required by law.
- Take reasonable steps to destroy or de-identify personal information when we no longer need it for any permitted purpose or are required to do so by law.
- Limit access to authorised personnel who have agreed to keep personal information confidential and who need it to perform their role.
- Take reasonable steps to keep personal information accurate, up to date and complete.
- Provide individuals with access to, and correction of, their personal information on request, subject to lawful exceptions.
- Periodically review and revise this Statement and related procedures to maintain relevance.

Systems we use to store some personal Information

Depending on your relationship with us (e.g., employee, contractor, candidate), limited personal information may be stored in the following third-party systems under contract with Backam Group:

- FastTrack - workforce and payroll;
- Vincere - recruitment/rostering records;
- Traffio – traffic control: scheduling, job allocation and field operations records;
- Site Docs - work health and safety (WHS) documentation and incident/inspection records;
- Host client induction systems - where a client requires onboarding/induction in their own platform, we may store the minimum personal information necessary to complete that induction and meet safety, site-access or compliance requirements

We apply data-minimisation principles - we only collect and store relevant and required information for the stated purpose. If you require details about data-hosting locations for these systems in your circumstances, contact us and we will verify with the relevant vendor and/or client.

What personal information we collect and how

We collect personal information only to the extent reasonably necessary for our business purposes. This may include:

- Potential employee information: application forms, resumes, interview notes, references, referee contact details, pre-employment medical information (with consent).
- Current employee information: name, addresses, contact details, TFN, bank account details, next of kin, date of birth, gender, salary, superannuation, licences, memberships, qualifications, passport details, and medical information (with consent or as permitted by law).
- Client/consultant/subcontractor/supplier contact information and business details.
- Information from our website and online forms (statistical data not linked to an identified person unless you provide details).

We collect information orally, in writing, by telephone, via email and through our websites and online services.

What we use personal information for

We use personal information for the purpose for which it was provided or a related purpose you would reasonably expect, including to:

- employ or engage you and manage payroll, rostering, safety and operations;
- deliver services to clients and manage business relationships;
- comply with legal and regulatory obligations;
- manage security, IT and website performance; and
- communicate important updates and changes.

We may disclose personal information to Backam Group entities and external service providers who help us operate our business. These organisations must handle the information consistently with this Statement and applicable law.

Resumes and subscriptions

If you upload your resume or apply through our website, you give us consent to use, disclose and store your personal information for recruitment purposes by Backam Group and its subsidiaries. We will take reasonable steps to securely destroy the information after 12 months unless we are legally required to retain it longer or you consent to extended retention.

If you subscribe to newsletters or request materials, we will hold your details to administer your request and may contact you about Backam Group. You can unsubscribe at any time

Disclosing personal information

In some circumstances we may disclose personal information to entities located in other states in Australia, including related bodies corporate, service providers and business associates. We will only make such disclosures to achieve the purpose for which the information was provided or as permitted by law, and we will take reasonable steps to ensure overseas recipients handle the information in a manner consistent with the Privacy Act.

Retention and disposal

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We keep personal information only as long as needed for the purposes described or as required by law, and then take reasonable steps to destroy or de-identify it securely.

Website information and cookies

Our website allows you to contact Backam Group or make other enquiries. By submitting a form, you may provide your name, email address and other details we need to respond to your request. See our Cookie Policy for how we use cookies and how you can control them.

Email security

Emails sent to or from Backam Group may be automatically scanned for security (e.g., malware). Our IT administrators may access emails to manage security in accordance with our policies.

Security of information and ISO alignment

We use reasonable safeguards to protect personal information in any format. Access is limited to authorised personnel. Backam Group operates an information security management system (ISMS) aligned to ISO/IEC 27001 and selects controls with reference to ISO/IEC 27002, commensurate with risk.

Employee records, medical and workers compensation

We follow Fair Work Ombudsman best-practice guidance on workplace privacy. Medical, injury and workers' compensation claim records are stored separately from general personnel files, with strict, role-based access and audit trails. Only information reasonably necessary is kept, and it is destroyed or de-identified when no longer needed (subject to legal retention). Disclosures to insurers, regulators or other third parties are made through secure channels and only on a lawful basis.

Accessing and updating personal information

On request, we will provide access to personal information we hold about you, unless a lawful exception applies. If your information is inaccurate, incomplete or out of date, please contact us and we will take reasonable steps to correct it.

Complaints and further information

If you have a complaint or require further information about how Backam Group handles personal information, please contact our Privacy Officer at admin@backam.com.au. We will respond as soon as reasonably practicable.

Changes to this privacy policy

We may review and update this Statement from time to time. We will post the latest version on our website (www.backamgroup.com.au).

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