



CMS Engineering is committed to compliance with all legislative requirements including maintaining the privacy of information for all its workers, contractors and visitors'.

CMS Engineering handles all personal information in a confidential manner.

When the collection of personal information is required, such as qualifications, licences, commercial contracts, medical and training records, whether for a specific project, or to meet legislative requirements, these records shall be held in a secure folder with access limited to the CMS Engineering Managing Director, and HSEQ Manager, should the relevant Project Manager require such information to verify competency, they will be provided with such information, provided it is not related to a person's medical information.

All medical records will remain confidential. Should such documentation be required to be provided, a declaration noting that the document has been sighted or a register noting basic information from the original certificate may be issued by the HSEQ Manager.

In instances where medical information has been requested by a party from CMS Engineering, the specific personnel will be contacted prior to information being disclosed.

Records collected, are required to establish validity, competency and compliance for the works to be conducted on various projects, as such, shall only be disclosed as per our contractual and/or legal obligations.

No personal information will be provided to any persons outside of the above requirements and for no other purposes than said requirements.

All records are maintained in a confidential manner and are not accessible by all personnel within CMS Engineering and are accessible only as stated above for the purposes of reporting, proof of competency or proof of compliance with legal obligations.

Use and Disclosure of Personal Information

Any personal information CMS Engineering collects may be used or disclosed for the primary purpose for which it was collected, for example to allow us to mobilise personnel to a project as a qualified Trade, as proof of vaccination to comply with the updated mandate under the Public Health Act 2016 (WA) made on the 24th of December 2021.

CMS Engineering may also use or disclose personal information for related purposes, for example, where you have consented to the use or disclosure for the related purpose, or you would reasonably expect the personal information would be used for that related purpose.

In some limited circumstances we may also need to use or disclose personal information for other specific purposes, including:

- Where the Western Australian Government reasonably determines that the use or disclosure of the information is necessary for one or more enforcement related activities conduct by or behalf of an enforcement body.
- Where required by or under a law of Western Australia, a law of the Commonwealth or a court or tribunal order, for example pursuant to the Freedom of Information Act 1992 or in response to a subpoena.

Personal information will be dealt with in accordance with the applicable legislation in Western Australia and consistent with any legal obligation.

The retention and destruction of records of personal information held by CMS Engineering is carried out every 7 years as per requirements under our management system.

APPROVED
11th January 2023



Scott Hay
MANAGING DIRECTOR



Troy Andrews
DIRECTOR