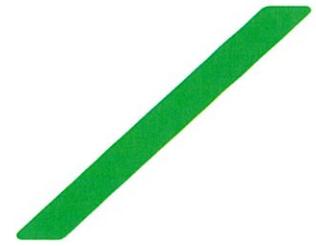


Data Privacy



PURPOSE

Wave is committed to managing personal and sensitive information in line with the Privacy Act 1988 (Cth), protecting the privacy of all employees and job applicants.

DEFINITIONS

- *Personal information* includes any data that can identify an individual, such as name, contact details, work history, and personal interests.
- *Sensitive information* covers details like racial or ethnic origin, political or religious beliefs, union membership, sexual orientation, criminal record, and health information.
- *Employee records* refer to employment-related information, including health, training, performance, and leave.
- *Confidential information* may include personal data about employees, suppliers, customers, and organizational processes.

COLLECTION OF INFORMATION

- Only information necessary for recruitment or employment management is collected, preferably directly from the individual.
- Information is collected lawfully and fairly, with sensitive information only collected with consent or as required by law.
- Providing false or misleading information may result in unsuccessful applications or termination of employment.

USE OF PERSONAL INFORMATION

- Personal information is used solely for managing employment or related purposes, and efforts are made to keep it accurate and up to date.

SECURITY

- Wave uses reputable software providers but cannot guarantee absolute data security. In the event of a data breach, affected individuals will be notified promptly.

ACCESS AND CORRECTION

- Employees and applicants can access and correct their personal information unless a lawful exception applies.

EMPLOYEE ACCESS TO RECORDS

- Employees at Wave may access certain personal records, including wage and overtime details, leave records, employment contracts and related instruments, superannuation contributions, and workers' compensation records for accidents. Access to other personal information is restricted under the Privacy Act 1988.

CONFIDENTIALITY

- Employees must protect the privacy of all stakeholders and not disclose confidential information. Breaches may lead to investigation and disciplinary action. When in doubt, employees should consult People & Culture.

COMPLAINTS AND FURTHER INFORMATION

All enquiries and complaints regarding this policy and procedure should be directed to the People & Culture Department by contacting (08) 9204 0700.



GARETH DAVIES

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