

1. Version Control

Version	Date	Author	Approved by	Signature
1	22/03/2024	Ali Kader	Nick Somes	
2	19/08/2025	R. Ridd	Nick Somes	NS

2. Purpose

The ecoDynamics Group, comprising ecoDynamics Landscaping, ecoDynamics Mulch and Services and ecoDynamics Nursery, is committed to upholding the confidentiality and privacy of both employee data and data pertaining to external parties. The purpose of this policy is to outline ecoDynamics' approach to managing personal information, ensuring all employees and third parties are aware of their responsibilities in maintaining confidentiality and data privacy. This policy details the measures we undertake to protect personal information in compliance with Australian privacy standards and laws.

3. Application

This policy applies to all operations within ecoDynamics Group, including all departments, subsidiaries, employees, and contracted third parties who have access to data collected by the company.

4. Policy Statements

Data Collection and Handling

- Personal information will be collected lawfully, fairly, and not in an unreasonably intrusive way.
- Use of personal information will be relevant to ecoDynamics Group's business activities, provided with appropriate consent, and managed as per Australian Data Protection legislation.

Employee Data Management

- Personal employee data will be collected solely for business purposes related to employment.
- ecoDynamics will collect sensitive information with the consent of the person about whom the information concerns
- Access to personal data will be restricted to authorised personnel and secured to prevent unauthorised disclosure.

External Data Privacy Policy

- Information collected from clients, suppliers, and business partners will be used and disclosed only for the purposes for which it was provided unless consent is given to use it in another manner.
- ecoDynamics Group will ensure third-party data privacy is maintained at all standards consistent with our internal policies and legal obligations.

5. Data Security and Breach Protocol

- ecoDynamics Group will take reasonable steps to protect personal information from misuse, loss, unauthorised access, modifications, or disclosure.
- If a breach occurs, a response plan will be implemented, which includes timely investigation, notification, and remediation actions.

6. Employee Undertaking

- All employees are required to sign an undertaking committing to maintain the confidentiality and privacy of data as outlined in this policy.
- Training on data management and privacy will be provided to all employees.

7. Disclaimers and Liabilities

ecoDynamics Group disclaims responsibility for obligations associated with data misuse, leaks, or system hacking incidents, provided that the company maintains reasonable protective measures against such events.

Employees found in violation of this policy may face disciplinary action up to and including termination of employment.

8. References

- Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth)
- Information Privacy Principles (IPPs)
- State instruments such as
 - o Privacy and Data Protection Act 2014 (VIC)
 - o Privacy and Personal Information Protection Act 1998 (NSW)

9. Breaching this Policy

Non-compliance with policy guidelines may result in disciplinary actions, as outlined in the ecoDynamic Group's Conduct Policy.

10. Policy Review Date

ecoDynamics may make changes to this policy from time to time within its complete discretion.

11. Related Policies

- Code of Conduct

Please be advised that any amendments to this document require formal authorisation and must be distributed through official channels to ensure it is an approved and correct version.

This policy serves as a mandatory directive for all personnel affiliated with ecoDynamics Group, whether employed directly or indirectly. This document is to be regarded as an addition to the other ecoDynamics Group's policy and procedures.

Should you require additional information or have inquiries concerning this policy, employees currently associated with ecoDynamics are encouraged to consult the comprehensive resource at <https://www.fairwork.gov.au/> and to engage in discussions with their supervisors or Human Resources.