

Policy for Privacy

Clough values individual privacy and the security of personal information in accordance with the Privacy Amendment (Private Sector) Act 2000. Collectively, we are guided by the National Privacy Principles (NPP) which encompass the following areas:

COLLECTION

We only collect personal information that is necessary for our business functions and activities and do so in a lawful and fair manner.

USE & DISCLOSURE

We only use and disclose information for a purpose, other than its primary purpose, when disclosure is necessary and directly related to the primary purpose of collection.

DATA SECURITY

We take appropriate action to protect any personal information we hold from misuse, loss, unauthorised access, modification or disclosure.

OPENNESS

We endeavour to comply with any reasonable request to detail our information handling practices. Sufficient steps are taken, in a general way, to outline the type of personal information we hold, for what purposes, and how such information is collected, used and disclosed.

ACCESS AND CORRECTION

We provide individuals with access to information pertaining to them following any reasonable request. We also take appropriate action to correct any information which is deemed to be inaccurate, incomplete or not up to date. If necessary, an explanation is provided as to the reasons why requests for access or correction may be denied.

IDENTIFIERS

We do not adopt, use or disclose any identifier that has been assigned by a Commonwealth Government agency.

ANONYMITY

Whenever lawful and practicable, we respect the right of individuals to remain anonymous when dealing with Clough.

TRANSBORDER DATA FLOWS

We do not transfer personal information or data outside of Australia unless the transfer complies with the Privacy Amendment Act (Private Sector) Act 2000.

SENSITIVE INFORMATION

We do not collect sensitive information without an individual's consent, other than information which is required by law or other specified circumstances.

The Chief Executive Officer of Clough Limited is accountable to the Board of Directors for ensuring that this Policy is implemented throughout Clough's operations. This Policy will be reviewed every three years.



John Smith
Chief Executive Officer
Clough Limited
August 2007

All personal information obtained by Clough during the implementation of this policy will be controlled in accordance with the Clough Policy for Privacy and the Privacy Amendment (Private Sector) Act 2000.

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