

PRIVACY POLICY

PURPOSE

Burion Pty Ltd (Burion) is committed to protecting the privacy of personal information and managing information in a lawful, transparent, and secure manner.

This Policy outlines how Burion collects, uses, stores, protects and discloses personal information in the course of its business activities and demonstrates Burion's commitment to complying with applicable privacy legislation and recognised information management practices.

MANAGEMENT APPROVAL

This Policy is approved by the Managing Director of Burion Pty Ltd and is reviewed periodically to ensure its ongoing suitability, adequacy, and effectiveness.

SCOPE

This Policy applies to all Burion employees, contractors, subcontractors, job applicants, clients, suppliers, visitors, website users, and other stakeholders whose personal information may be collected, used, stored, or disclosed by Burion.

DEFINITIONS

Term	Definition
Burion	Burion Pty Ltd.
Personal Information	Information or an opinion that identifies, or could reasonably identify, an individual.
Sensitive Information	Personal information afforded additional protection under the Privacy Act 1988 (Commonwealth), including information relating to health, racial or ethnic origin, political opinions, religious beliefs, trade union membership, criminal history, or biometric information.

POLICY STATEMENT

Burion respects the privacy of individuals and is committed to ensuring personal information is handled responsibly and securely.

Burion will:

- Collect personal information only where it is reasonably necessary for legitimate business purposes.
- Use personal information only for the purpose for which it was collected or as otherwise permitted by law.
- Take reasonable steps to protect personal information from unauthorised access, disclosure, alteration, misuse, interference, loss, or destruction.
- Maintain the accuracy and integrity of personal information where practicable.
- Provide individuals with access to and correction of their personal information where required by law.
- Respond appropriately to actual or suspected privacy breaches.
- Comply with applicable privacy legislation and regulatory requirements.

Burion applies a risk-based approach to the protection of information and continually improves its information management and security practices.

Approved By:
Hayden Charles
Managing Director



Policy Owner:
QSE Manager

Privacy Policy
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Wednesday, 3 June 2026
Review frequency every 2 years

Burion considers privacy requirements during the design, implementation and review of business processes, systems, technologies, and services to support privacy-by-design principles and reduce privacy risks.

Burion recognises that privacy and confidentiality are important aspects of maintaining the trust and confidence of its employees, clients, suppliers, contractors, and the communities in which it operates. Burion is also committed to protecting confidential business, client and supplier information obtained during the delivery of its services.

COLLECTION OF PERSONAL INFORMATION

Burion may collect personal information directly from individuals or from authorised third parties, where permitted by law.

PERSONAL INFORMATION COLLECTED MAY INCLUDE:

- Names and contact details.
- Residential or postal addresses.
- Email addresses and telephone numbers.
- Employment and recruitment information.
- Qualifications, licences, certifications, and competency records.
- Emergency contact information.
- Payroll, taxation, and superannuation information.
- Contractor and subcontractor information.
- Supplier and business contact information.
- Client and project contact information.
- Website enquiry and correspondence information.
- Information required to meet legal, contractual, or regulatory obligations.

Where required, Burion may collect Sensitive Information where such information is reasonably necessary for employment, project delivery, legislative compliance, or contractual requirements.

Where appropriate, Burion may also collect information from referees, licensing authorities, educational institutions, government agencies or other authorised third parties where reasonably required for recruitment, workforce screening, compliance, or operational purposes.

USE OF PERSONAL INFORMATION

Burion may use personal information for purposes including:

- Recruitment and employment administration.
- Workforce management and training.
- Contractor and subcontractor management.
- Client relationship management and project delivery.
- Supplier engagement and procurement activities.
- Site access, security, and operational requirements.
- Payroll, taxation, and financial administration.
- Compliance with legal, regulatory, and contractual obligations.
- Management of incidents, investigations, and complaints.
- Business continuity and risk management activities.
- Responding to enquiries submitted through the Burion website or other communication channels.

Personal information will only be used for legitimate business purposes and in accordance with applicable legislation.

WEBSITE ANALYTICS, COOKIES AND TRACKING TECHNOLOGIES

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Burion's website may use cookies, analytics tools, and similar technologies to improve website performance, understand visitor behaviour, and enhance user experience.

These technologies may collect information such as:

- IP address.
- browser type.
- device information.
- pages visited.
- time spent on the website; and
- referring websites.

Burion may use third-party services, including Google Analytics, Google Tag Manager and similar technologies, to assist with website analytics, performance monitoring, and user experience improvements.

Information collected through these technologies is generally aggregated and used for statistical and operational purposes.

Website users may manage or disable cookies through their browser settings; however, some website functionality may be affected.

Burion may occasionally provide information regarding services, projects, updates, or other business-related communications. Individuals may opt out of receiving marketing communications at any time using the unsubscribe functionality provided or by contacting Burion directly.

DISCLOSURE OF PERSONAL INFORMATION

Burion may disclose personal information where reasonably necessary to conduct its business activities, including to:

- Employees, managers, and authorised representatives.
- Contractors, subcontractors, and service providers.
- Clients and client representatives where required for project delivery.
- Professional advisers including legal, accounting, insurance, and human resource providers.
- Government agencies, regulators, and law enforcement authorities.
- Certification bodies, auditors, and accreditation authorities.
- Other parties where required or authorised by law.

Burion does not sell personal information and will not disclose personal information for unrelated purposes without consent unless required or authorised by law.

INFORMATION SECURITY AND STORAGE

Burion is committed to protecting personal information through appropriate administrative, physical, and technical controls.

Personal information may be stored in electronic and physical formats, including within Microsoft 365, SharePoint, and other authorised business systems.

Burion may use third-party service providers to support its business operations. Where personal information is processed or stored by third-party providers, Burion will take reasonable steps to ensure appropriate privacy, confidentiality and information security controls are maintained and that service providers understand and comply with their privacy obligations.

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Where personal information is transferred, processed, or stored outside Australia, Burion will take reasonable steps to ensure appropriate privacy protections are maintained and applicable legal and contractual obligations are satisfied.

Personal information will be classified, handled, stored, and protected in accordance with Burion's information governance, information security, and records management requirements.

Burion will take reasonable steps to:

- Restrict access to authorised personnel on a business need-to-know basis.
- Protect information from unauthorised access or disclosure.
- Maintain secure information systems and access controls.
- Retain records only for as long as necessary to satisfy legislative, contractual, regulatory, and business requirements.
- Securely dispose of information when it is no longer required and retention obligations have been satisfied.

Information security requirements are further supported through Burion's Information Security, Document and Information Management, and Records Management policies.

ACCESS & CORRECTION

Individuals may request access to personal information held by Burion and may request correction of information that is inaccurate, incomplete, or out of date.

Requests for access or correction should be submitted to Burion using the contact details published on the company website or through an authorised company representative.

Burion will respond to requests within a reasonable timeframe and in accordance with applicable legal requirements.

DATA BREACHES

Any actual or suspected privacy breach, loss of information, unauthorised disclosure or unauthorised access to personal information must be reported immediately to management.

Burion will investigate privacy incidents and take appropriate action to minimise harm, recover information where possible and prevent recurrence.

Where required by law, Burion will comply with the requirements of the Notifiable Data Breaches Scheme and notify affected individuals and regulators as required.

RESPONSIBILITIES

Management

Management is responsible for:

- Implementing this, Policy.
- Protecting personal information under its control.
- Ensuring appropriate information security measures are maintained.
- Managing privacy incidents and breaches.
- Promoting awareness of privacy obligations.
- Responding to privacy enquiries and complaints.

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- Maintaining governance, oversight, and accountability for privacy compliance.
- Monitoring the effectiveness of privacy controls and improvement actions.
- Ensuring appropriate privacy awareness and training is provided.

Workers

Employees, contractors, and subcontractors are responsible for:

- Handling personal information appropriately.
- Maintaining confidentiality of information obtained through their work activities.
- Following company policies and procedures relating to privacy and information security.
- Reporting actual or suspected privacy breaches.

RELATED DOCUMENTS

- POL-011 Confidentiality & Information Management Policy
- POL-012 Information Security Policy
- POL-018 Document & Information Management Policy
- POL-019 Records Management Policy

REFERENCES

- Privacy Act 1988 (Commonwealth)
- Australian Privacy Principles (APPs)
- Spam Act 2003 (Commonwealth)
- Privacy Amendment (Notifiable Data Breaches) Act 2017

PRIVACY ENQUIRIES

Individuals may contact Burion regarding:

- Requests to access or correct personal information.
- Questions regarding this Policy.
- Privacy concerns or complaints.
- Suspected privacy breaches.

Privacy enquiries may be submitted using the contact details published on the Burion website or through an authorised Burion representative.

Burion will investigate privacy complaints in a fair, timely and confidential manner and will take appropriate corrective action where required. Burion will respond to privacy enquiries and complaints within a reasonable timeframe and in accordance with applicable legislative requirements.

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