

PRIVACY POLICY

1 Purpose

This Policy applies to the handling of personal information by NeuRizer Ltd. (the Company). It aims to:

- Keep private information private;
- Protect private information; and
- Remain knowledgeable and compliant with legal and ethical obligations regarding privacy.

2 Scope

This Policy relates to board members, all full-time, part-time, and casual employees of the Company as well as contractors, temporaries, subcontractors, interns, and volunteers working for or on behalf of the Company (Employees). Any reference to the Company is taken to include the Company's subsidiaries and controlled entities and also entities where the Company is operator.

3 Personal Information

The Company collects Employees personal information when it is reasonably necessary for, or directly relating to our functions or activities. The types of personal information we collect includes:

- Names, addresses, dates of birth, telephone numbers and email addresses;
- Letters of offer and employment contracts;
- Pay slips;
- Health information (for example, medical certificates and health checks);
- Qualifications;
- Photos;
- Use of email, and usage data from the internet and Company devices or devices connected to the Company's networks; and
- Other items.

We only collect personal information using fair and lawful means.

Australia's National Privacy Policy defines Personal Information as information or opinion that allows others to identify you. It includes your name, age, gender, contact details, as well as your health and financial information. Personal information can also include photos, bank account details, and more sensitive information such as a person's opinions, ethnicity, religious or philosophical beliefs, sexual preferences, political associations and more.

The privacy of your personal information is important to the Company. The Company appreciates that information may be sensitive and employees may wish to keep this information private.

3.1 Collecting your personal information

The Company will only collect personal information about employees that is relevant to the Company's purpose, is not excessive, and does not intrude to an unreasonable extent on the personal affairs of the employee to whom the information relates.

3.2 Storage and security of personal information

The Company is committed to storing and retaining information in a secure manner. The Company will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification, or disclosure.

3.3 Using and disclosing personal information

The Company must not use personal information for a purpose other than that for which it is collected unless the Company is required to do so by law. There may be circumstances where the Company is required by law to provide personal information to a third party. Employee's must not disclose personal information to any other employee, unless necessary for the Employee to perform their duties and role within the Company.

3.4 Accessing and correcting your personal information

The Company will use their best endeavours to ensure that all Personal information held by the Company is accurate and up to date. Employees are able to access their personal information held by the Company and have information corrected or verified if it is incorrect, out of date or incomplete. If an employee wishes to access their personal information, they should contact their supervisor or manager.

4 Roles and Responsibilities

It is the responsibility of every employee to ensure that personal information is only collected in accordance with the Company's purpose and Company policies. Employees must comply with this Policy and notify a manager or supervisor if they become aware of a breach of this Policy. Managers/Supervisors must follow up on breaches of this Policy and document this process.

5 Breach of Policy

This Policy is designed to promote and enhance the confidence of employees in the workplace. Failure to comply with this Policy is serious and may result in disciplinary action, including dismissal. Employees must report breaches of this Policy to their Supervisor, or if that is not appropriate a senior manager within the Company.

6 Revision History

Revision	Date	Purpose	Created	Reviewed	Approved
0	31/03/2022	Rebranded LCK document - Issued for Use	SH	NB	PS
1	27/09/2023	Re-issue	KO	NG	PS



Phil Staveley
Managing Director
27th September 2023