

Privacy and Confidentiality

Approver: Executive Leadership Team

Document: NCRD71

Date reviewed: July 2024

Revision: 01

Northrop is committed to protecting the privacy of our employees, our clients and any other individuals we engage with. This privacy statement explains how we collect, hold, use, disclose, dispose of and protect personal information in accordance with the Australian Privacy Principles (APPs) set out in Schedule 1 of the *Privacy Act 1988* (Cth).

Collection of Personal Information and Sensitive Information:

Northrop will only collect personal or sensitive information which is reasonably necessary for our functions or activities, such as providing engineering consulting services, maintaining client relationships, or managing employment relationships. We collect information directly from individuals or from third parties with consent, or where required or authorised by law.

Northrop collects data via a “cookie” data file stored on your computer when our website is accessed. If you do not want a “cookie” to be placed on your computer you may adjust your browser preferences to reject all cookies before visiting Northrop’s website.

Use and Disclosure of Personal Information:

Personal information is collected, used or disclosed only for the specific purposes for which it was provided, unless otherwise required by law. Northrop may use personal information for marketing purposes, but individuals can opt out at any time. Northrop will obtain consent prior to using personal information for any other purpose and do not disclose personal information to third parties unless authorised by law or with consent.

Data Security:

Northrop stores all personal information within electronic systems in a secure centralised database within Australia, with access limited to those representatives of Northrop who need access to the personal information. We have implemented reasonable security measures to protect personal information from unauthorised access, disclosure, alteration, or destruction.

Data Retention:

We retain personal information only as long as necessary for the purposes it was collected, or as required by law. When personal information is no longer needed, we securely dispose of or de-identify it.

Access and Correction:

Individuals have the right to access the personal information we hold about them and request corrections if it is inaccurate. Requests for access or correction can be made by contacting our privacy officer at privacy@northrop.com.au.

Contact Us:

If you have any questions, concerns, or complaints about our privacy practices, or if you wish to exercise your privacy rights, please contact our privacy officer at privacy@northrop.com.au.