

PRIVACY POLICY

SCOPE

This policy applies to all employees at Lipa Pharmaceuticals Limited (Lipa).

PURPOSE

Privacy in Australian law is the right of natural persons to protect their personal life from invasion and to control the flow of their personal information. Privacy is not an absolute right; it differs in different contexts and is balanced against other competing rights and duties. It is affected by Australian Common Law and a range of Commonwealth, State and Territorial laws and administrative arrangements.

Lipa is required by law to comply with the provisions of the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APP).

PRINCIPLES

Lipa holds personal and business information about suppliers, customers, contractors, employees, job applicants and other parties.

Personal information may include name, date of birth, address, employment history, reference checks, psychological test results, bank accounts details, tax file number, emergency contact number information and personal information deemed sensitive under the Privacy Act such as health information.

Lipa will only collect personal information when it is considered necessary for business purposes, and where reasonable and practicable, personal information will be collected directly from the person concerned.

In some situations, personal information will be collected indirectly from other sources such as referees, medical practitioners, educational institutions or third parties in legal proceedings. Where reasonable and required, Lipa will obtain prior consent to indirect collection of personal information especially if it has been deemed sensitive.

Personal Information is used by Lipa only for the purpose of conducting business which includes, but is not limited to, recruitment and other human resource functions. When personal information is no longer needed by Lipa or a permissible disclosure, it will be destroyed or permanently de-identified.

Lipa will only disclose personal or business information to other parties where it is necessary for business purposes or as required by law. Any release of private information must be approved by the CEO in writing.

To the extent practicable Lipa will safeguard personal and business information from unauthorised access or disclosure through data security and information management systems. Please note that Lipa contracts out some business functions. Measures have been taken to ensure privacy is protected in these situations.

BREACH OF THIS POLICY

Disciplinary action will be taken against any employee found to be in breach of this policy. This may include, but is not limited to, a formal warning or termination of employment, and if necessary, legal action.

VARIATIONS

Lipa reserves the right to vary, replace or terminate this policy from time to time.