



Privacy Policy

Corporate Policy

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CORPOL - 0005 - PRIVACY POLICY**1. PURPOSE**

At BioCina, we are committed to complying with the privacy principles set out in the Privacy Act 1988 (Cth) (Act) and Australian Privacy Principles (APPs) to ensure the privacy and confidentiality of personal information relating to individuals including but not limited to, our customers, contractors, suppliers, and employees in the usual conduct of our business.

This document sets out our Policy in relation to the protection of personal information under the Act and the APPs. The APPs regulate the handling of personal information in relationship to employment information.

2. APPLICATION

This Policy outlines how BioCina collects, uses, discloses, and protects the personal information of our employees in accordance with the Act and the APPs.

We will review this Policy periodically and reserve the right, at our discretion, to modify or remove portions of this Policy at any time to reflect changes in legal or regulatory requirements or our business practices.

3. WHAT IS PERSONAL INFORMATION

“Personal information” means information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether that information or opinion is true or not, and whether it is recorded in a material form or not.

4. EMPLOYEE RECORDS

This Policy does not apply to or cover our processes and procedures for the handling of the Personal Information of our current employees. This is because we are not required to comply with the Act and the APPs in relation to acts or practices directly related to:

- a current or former employment relationship between us and an individual; and
- an “employee record” held by us and relating to the individual.

An employee record means a record of Personal Information relating to the employment of the employee (e.g., the terms and conditions of an employee’s employment, health information and information about the training, disciplining, resignation, termination, and an employee’s personal and emergency contact details).

Please note that the above exception only applies to our current and former employees. Therefore, Personal Information received about a prospective employee (e.g., a resume or CV) is not within the scope of the exception because such Personal Information does not relate to the employment of a current or former employee.

Please contact the HR Department for further information about the proper handling of this type of information.

5. RESPONSIBILITY

The respective site HR Department(s) are responsible for handling any privacy related issues and complaints are:

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HR Department
8 Dalglish Street, Thebarton SA5031
Email: HRdocuments@biocina.com

Perth Site

HR Department
15 Brodie-Hall Dr
Bentley WA6102
Email: Scott.dassira@novacina.co

6. COLLECTION OF PERSONAL INFORMATION

We collect personal information from our employees that is reasonably necessary for the purposes of employment, including but not limited to the following:

- Contact details (name, address, phone number, email address)
- Date of birth
- Tax file number (TFN)
- Employment history and qualifications
- Payroll and financial information
- Superannuation details
- Performance evaluations and disciplinary records
- Leave records
- Health and medical information (with consent and as required)
- Emergency contact details

We collect personal information directly from employees or from third parties with their consent, such as referees or educational institutions.

7. USE OF PERSONAL INFORMATION

We will only use Personal Information for the primary purposes for which it was collected or as otherwise permitted by the Act and APPs, including but not limited to the following:

- Employment-related processes, including recruitment, selection, and onboarding

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- Payroll administration and benefits management
- Performance management and evaluations
- Training and development programs
- Compliance with legal obligations, including tax, superannuation, and employment laws
- Health and safety management
- Internal communication and employee engagement initiatives
- Workplace security and access control
- Investigating and addressing employee complaints or misconduct
- Protecting our rights, privacy, safety, or property, or that of our employees or the public

8. DISCLOSURE OF PERSONAL INFORMATION

We may disclose Personal Information to the following parties, only to the extent necessary and as permitted by the ACT and APPs.

- Internal departments or personnel responsible for employment-related processes
- Government or regulatory authorities, where required by law or in response to legal requests
- External service providers or contractors who assist us in HR administration, payroll processing, benefits management, or other employment-related activities
- Legal advisors or auditors, where necessary to protect our legal rights or comply with legal obligations
- In the event of a merger, acquisition, or sale of assets, personal information may be transferred to the acquiring party as part of the transaction

9. DATA SECURITY AND STORAGE

We take reasonable steps to protect employee Personal Information from misuse, loss, unauthorized access, modification, or disclosure. Personal Information is stored securely, and access is restricted to authorized personnel on a need-to-know basis.

We retain Personal Information for as long as required by law or legitimate business purposes. When personal information is no longer needed, it will be securely destroyed or de-identified in accordance with our data retention and disposal procedures.

10. ACCESS AND CORRECTION OF PERSONAL INFORMATION

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Employees have the right to access and correct their personal information held by us, subject to certain exceptions allowed by law. Requests for access or correction should be made in writing to the HR Department.

11. EMPLOYEE RIGHTS

Employees have the right to make a complaint about a breach of the Act and APPs in writing to the HR Department. We will investigate and respond to complaints within a reasonable timeframe.

12. CONTACT US

If employees have any questions, concerns, or requests regarding this Policy or the processing of their Personal Information, they should contact the HR Department for assistance or clarifications.

13. VERSION CONTROL

Version	Section Amended	Amendment	Date Amended	Author
1.0	N/A	New Document	6 Sep 2023	Christina
2.0	All	Entire Document	4 Aug 2025	Christina Yung / Scott Dassira