

## PRIVACY POLICY

### 1. INTRODUCTION

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- 1.1 EJS Logistics Pty Ltd (ACN 645 677 103) (EJS Logistics) recognise the importance of protecting personal information and are committed to managing it in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs), except where those principles do not apply to certain employee records.
- 1.2 This policy explains how EJS Logistics collects, holds, uses, discloses, and otherwise manages personal information. 'Personal information' means information or opinions about an identified individual or an individual who is reasonably identifiable.
- 1.3 Nothing in this policy prevents EJS Logistics from collecting or disclosing personal information that comprises employee records of current or former employees, provided such collection or disclosure does not breach the Privacy Act.
- 1.4 The policy is effective from 15<sup>th</sup> July 2025.

### 2. TYPES OF PERSONAL INFORMATION WE COLLECT

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- 2.1 In respect of subcontractors, employees and prospective subcontractors and employees, EJS Logistics may collect:
  - (a) Contact details: name, date of birth, address, telephone, email, signature, ID documents and emergency contacts;
  - (b) Recruitment records: application forms, interview notes, reference checks, qualifications;
  - (c) Employment history: promotions, performance reviews, disciplinary records;
  - (d) Medical information: medical testing, leave of absence, workplace injuries;
  - (e) Telemetry data: GPS and other data from in-vehicle management systems (IVMS) and logistics platforms, including Navman, Verizon Connect;
  - (f) Video footage: in-vehicle cameras and CCTV at our premises;
  - (g) Financial data: bank account details;
  - (h) Licensing information;
  - (i) Legally required records: tax, superannuation, and related documents.
- 2.2 In respect of customers, suppliers (other than subcontractors) and recipients of goods EJS Logistics may collect:
  - (a) Contact details: name, address, telephone, email, signature;

- (b) Enquiry and complaint records;
  - (c) CCTV footage from our premises;
  - (d) Billing and financial information: bank and credit-card details;
  - (e) Licensing or compliance documents;
  - (f) Any other information we are required by law to collect; and
  - (g) For customers, credit information (see section 3).
- 2.3 'Sensitive information' is a special category of personal data that can have serious implications if mishandled. With consent, we may collect sensitive information about contractors and employees, including:
- (a) Medical history;
  - (b) Drug and alcohol test results;
  - (c) Criminal history;
  - (d) Union or professional-association membership.
- 2.4 EJS Logistics will not collect sensitive information without consent unless permitted under the Privacy Act.
- 2.5 EJS Logistics collects video recordings and photographs via our in-vehicle cameras and CCTV around our premises.

### 3. TYPES OF CREDIT INFORMATION WE COLLECT

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- 3.1 When providing services to a customer, EJS Logistics may collect and hold the following types of credit information:
- (a) Details of credit provided;
  - (b) Repayment history and overdue payment records;
  - (c) Court proceedings, bankruptcy, or insolvency records.
- 3.2 Sources of credit information include:
- (a) Australian Securities and Investment Commission (ASIC);
  - (b) Banks;
  - (c) Suppliers; and
  - (d) Our subcontractors and agents.

- 3.3 We may also collect credit-relevant personal information via trade references or credit reporting bodies.

#### 4. COLLECTION OF PERSONAL INFORMATION THROUGH THE WEBSITE

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- 4.1 Our website provider may record your IP address, pages visited, time stamps and referral URLs to monitor traffic, determine service popularity and deliver tailored content or advertising.
- 4.2 EJS Logistics uses cookies – a text file place on your device – to recall preferences (e.g., billing or delivery addresses) and simplify form completion.
- 4.3 You can accept or decline cookies via your browser settings. Disabling cookies may limit site functionality.

#### 5. PURPOSE OF COLLECTING INFORMATION

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- 5.1 EJS Logistics collect personal information from contractors and employees to:
- (a) Manage employment or engagement, assess performance, and meet health & safety obligations;
  - (b) Comply with legal requirements;
  - (c) Decide whether to offer engagement or employment.
- 5.2 EJS Logistics collects IVMS and CCTV data to:
- (a) Prevent and detect crime;
  - (b) Maintain a safe working environment;
  - (c) Protect property belonging to EJS Logistics, our customers, subcontractors, agents, and visitors;
  - (d) Monitor quality and compliance.
- 5.3 EJS Logistics collects customer information to:
- (a) Provide transport and logistics services;
  - (b) Meet regulatory requirements;
  - (c) Inform you of additional services.
- 5.4 EJS Logistics does not collect personal information for sale to third parties.

## 6. WHAT HAPPENS IF PERSONAL INFORMATION IS NOT PROVIDED?

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If you do not supply required personal data, or if it is inaccurate or incomplete, EJS Logistics may be unable to provide services or consider you for engagement or employment.

## 7. HOW DO WE COLLECT PERSONAL INFORMATION?

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7.1 EJS Logistics usually collects personal information directly from the person to whom the information relates.

7.2 EJS Logistics may also receive personal information from:

- (a) Government bodies and agencies'
- (b) Public registers;
- (c) Courts and tribunals;
- (d) Previous employers;
- (e) Recruitment agencies;
- (f) Medical professionals (health screening);
- (g) IVMS and CCTV systems;
- (h) Logistics technology platforms;
- (i) Document or fingerprint scanners;
- (j) Online and social-media sources.

## 8. HOW DO WE USE AND DISCLOSE PERSONAL INFORMATION?

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We may disclose personal information to:

- (a) EJS Logistics subcontractors;
- (b) Licensing-check entities;
- (c) Regulators (e.g., HNVR, SafeWork, ATO, DTMR, Department of Home Affairs);
- (d) Customers for their compliance or audit needs;
- (e) Third-party service providers (insurers, IT support, banks);
- (f) Medical and drug-testing providers;
- (g) Technology partners (Navman, Verizon Connect).

## 9. HOW DOES EJS LOGISTICS PROTECT PERSONAL INFORMATION?

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9.1 EJS Logistics uses various physical and electronic security measures to protect personal information held by EJS Logistics, including using:

- (a) Premises access controls and locked storage;
- (b) Secure electronic databases;
- (c) Unique user IDs, two-factor authentication, password vaults;
- (d) Firewalls and mail-filtering software;
- (e) Anti-virus, anti-spyware, and anti-ransomware tools;
- (f) Role-based access restrictions;
- (g) Cloud-based logistics and email services;
- (h) Locked filing cabinets.

9.2 EJS Logistics also:

- (a) Train staff on APP obligations;
- (b) Supervise staff handling personal data;
- (c) Maintain breach-reporting and complaint procedures;
- (d) Appoint a Privacy Officer to oversee compliance.

## 10. OVERSEAS DISCLOSURE

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EJS Logistics does not generally disclose personal information overseas. However, some software providers may store or back up data in offshore data centres, and certain compliance or data-entry tasks may be outsourced to the Philippines. We implement contractual safeguards to protect your privacy.

## 11. ACCESSING AND CORRECTING PERSONAL INFORMATION

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11.1 You may request access to or correction of privacy information we hold about you.

11.2 Requests may be made to EJS Logistics Privacy Officer by emailing [compliance@ejslogistics.com.au](mailto:compliance@ejslogistics.com.au)

11.3 We will take reasonable steps to provide access or effect corrections where data is incomplete, inaccurate, or misleading.

11.4 Proof of identity is required before any personal information is released.

11.5 EJS Logistics may refuse access only where permitted by law, including where access would unreasonably impact another person's privacy or pose a serious threat to life or health.

## 12. COMPLAINTS

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12.1 Complaints about a breach of the Privacy Act may be made to EJS Logistics Privacy Officer by emailing [compliance@ejslogistics.com.au](mailto:compliance@ejslogistics.com.au) or writing to:

Privacy Officer: Karen D'Anastasi

Postal Address: PO Box 6043

YATALA, QLD 4207

12.2 We will respond to your compliance within a reasonable time.

12.3 You may also lodge a complaint with the Office of the Australian Information Commissioner (OAIC) via [www.oaic.gov.au](http://www.oaic.gov.au)

## 13. CHANGES TO THE POLICY

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EJS Logistics may update or modify this policy at any time. The effective date will be amended accordingly.

*Policy Owner – EJS Logistics Pty Ltd*

*Policy Effective Date – 15<sup>th</sup> July 2025*