



PRIVACY STATEMENT

1. About this Policy

This Policy sets out the information handling practices for the Three Plus in relation to Stakeholder and Community Engagement on REMONDIS' proposal for an Energy from Waste at Swanbank (the Project).

Personal information means information or an opinion, true or false and whether recorded in a material form or not, about an identified or reasonably identifiable individual.

2. Overview

The functions and activities for which we collect and hold personal information are:

- Recording formal feedback or comment on the Project for inclusion in a Community and Stakeholder Engagement Report to the Queensland Coordinator-General as part of REMONDIS' Environmental Impact Statement
- Promoting engagement opportunities, news and/or updates on the Project.

3. Collection of personal information

We collect and hold information that stakeholders provide through their registration for Community Engagement events, or their formal feedback on the Project.

We keep a record of the Community Engagement events stakeholders have attended.

4. Notice where you give us information about third parties

If you give us personal information about any other individuals (eg guests attending a community engagement event) we ask that you tell the individual that you have done so and make them aware of this Policy, for example, by sending them the link to it.

5. Uses of Personal Information

We use information we collect and hold to:

- Administer and meet requirements for a particular Community Engagement event
- Improve events
- Attribute recorded formal feedback to individual stakeholders

We will not use your personal information for any purpose which you would not reasonably expect unless it is consistent with the Privacy Act. If we think a stakeholder may not expect a particular use of information we hold about them, we will ask for consent before we use it for that purpose.

6. **Sound and image recordings of events**

We use sound and image recordings of Community Engagement events to enable us to improve our events, to provide a public record of the event, and for promotional purposes.

If you do not want us to use your image, please contact us (contact details below).

7. **Communications material**

We send material to stakeholders about whom we have records in order to give them information about future Community Engagement events or Project updates.

We give you the chance to opt-out of receiving this material in communications we have with you, such as emails and event notifications, or you can contact us using the details below.

Unless you have opted out, we will provide communications to stakeholders about future Project news and Community Engagement events.

8. **Disclosure (sharing) of Personal Information**

Sensitive information

We only disclose sensitive personal information such as health information for the purposes for which you gave it to us or for directly related purposes you would reasonably expect.

Events

We disclose the name, title and post nominal of stakeholders to speakers, organisers, hosts or facilitators to enable them to carry out their role in relation to an event.

Where authorised or required by law

As authorised by the Privacy Act, we disclose personal information in connection with law enforcement activities by enforcement bodies.

9. **Our Website, Emails and Social media**

Email

If you send us an email, that address will be recorded automatically by our e-mail messaging system for the purpose of replying to your e-mail. However, for normal communication with you we will use the e-mail address you provide in your stakeholder registration, unless you ask us to use a different e-mail address.

Website

This section applies to our website under the domain name: energyfromwaste.com.au



Our website may contain links to other sites. We are not responsible for the privacy practices or policies of those sites and we suggest that you review their privacy policies.

10. Security of Personal Information

We assess the risks of misuse, interference, loss, unauthorised access, modification or disclosure of personal information and ensure that we have adequate measures, including policies, procedures and technology, to address those risks. For example, we limit staff access to personal information to that which they need to carry out their role. We conduct audits to assess whether we have adequately complied with or implemented these measures.

11. Retention of Information

We retain your personal information until you opt out or ask us to remove you from the Community and Stakeholder engagement database.

12. Access to and the Accuracy of Personal Information

You have a right to ask for access to the personal information we hold about you. Unless there is a lawful reason not to, we will give you access to it and allow you to correct any wrong information.

We will ask you to verify your identity to ensure we don't give information to the wrong person.

Our contact details are at the end of this policy.

13. Requests for Access and Complaint Resolution Mechanism

In the event that you have a question, concern or complaint regarding the way in which we handle your personal information, you should contact our Privacy Officer at:

Three Plus (Community and Stakeholder Engagement consultants)
Level 3
102 Adelaide Street
Brisbane QLD 4000
Tel: 07 3167 1200
Email: info@threeplus.com.au

We take your privacy concerns seriously. Where you express any concerns that we have interfered with your privacy, or seek access to information about you that we hold, we will respond within 48 hours to let you know who will be handling your matter and when you can expect a further response.

If you are unsatisfied with our response you can complain to the Office of the Information Commissioner Telephone: 1300 363 992. Email: enquiries@oaic.gov.au



14. **Suggestions for improving this Policy**

We will amend this policy from time to time and notify you of any amendments by posting an updated version on our engagement website, energyfromwaste.com.au.

Suggestions about improving this policy are welcome. Please contact us on info@threeplus.com.au should you wish to provide feedback.

