

JTH Asset Management Pty Ltd values and respects the privacy of all individuals and organisations we deal with. The Company is committed to protecting privacy and complying with the Privacy Act 1988 and other applicable privacy laws and regulations. This Privacy Policy describes how we collect, hold, use and disclose personal information, and how we maintain the quality and security of personal information.

This policy applies to all managers and staff who collect, transfer and store information necessary for the normal operations of the business.

JTH aims to achieve our Policy objectives by only sharing information for the following purposes:

- To assist the Company with normal business operations, onboarding other services.
- Provide, maintain, and improve our services and ensure their functionality.
- Process transactions to handle payments and manage billing.
- For legal reasons if required by law, to protect our rights or comply with legal obligations.
- Shared with third parties if consent is provided such as WorkCover or Retirement funds.

JTH will take all reasonable steps to protect private information and data by:

- Maintaining appropriate technical and organisational measures to protect private information from unauthorised access, disclosure, alteration, and destruction.
- Access to personal information will be restricted to authorised personnel only and will be based on the principle of need-to-know.
- Employee training on privacy practices and data protection policies to ensure they understand their responsibilities in safeguarding personal information.
- Ensuring personal and sensitive information it is securely disposed of to prevent unauthorised access or use when no longer needed.

This policy statement shall be displayed at our JTH office in Mackay and is accessible to employees and the public via our Company website. We will review this policy periodically to ensure it remains relevant to the needs of the Company and our clients.

The directors of JTH Asset Management endorse this policy to demonstrate our commitment to protecting the privacy and confidentiality of all personal information entrusted to us. Management will handle private information with integrity and respect, ensuring that it is only used for its intended purpose.

JTH IS COMMITTED TO PROTECTING PRIVACY THOROUGH RESPONSIBLE MANAGEMENT.

**Jason Trannore** | Director

**Dan Hollis** | Director