

## VALEX CONFIDENTIALITY AND OPERATIONAL PRIVACY POLICY STATEMENT

### 1. BACKGROUND

It is recognised that within the work of ValEx, information of a private and confidential nature is required in its operations, and parties involved with the organisation may be provided with or have access to this information. All such information must be kept confidential.

An integral part of ValEx's operations involves dealing with *Personal Information*. This term is referred to (and defined) in the ValEx Privacy Policy, which is available on the ValEx website, and is also defined in and for the purposes of the *Privacy Act 1988* (Cth). *Personal Information* must be dealt with in accordance with this document, and the Privacy Policy.

### 2. SCOPE

This policy applies to all employees, panel valuers, contractors, subcontractors, and any other party, provided with or having access to *Personal Information* or *Confidential Information* (as defined below), such a person being referred to as a “*Confidee*” in this Policy Statement.

### 3. CONFIDENTIAL INFORMATION

“*Confidential Information*” includes any information:

- 3.1 that ValEx designates as confidential from time to time; and
- 3.2 which is designated as being confidential from time to time by any third party with which ValEx contracts or has a commercial relationship (or any of that third party's related entities).

### 4. DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION

No person may disclose *Confidential Information* or *Personal Information* without the express consent of ValEx, except to the extent necessary to perform their duties under their engagement by ValEx.

### 5. PUBLIC COMMENT AND DISCLOSURE OF CONFIDENTIAL INFORMATION

- 5.1 Other than in the course of their duties and where consent has been duly given, or as required by law, a Confidee must not disclose or comment in public on matters relating to *Confidential Information*.
- 5.2 A Confidee is not prohibited from disclosing information which is either the subject of public knowledge or would be given to any member of the public on enquiry.

### 6. IMPROPER PURPOSE

*Personal Information* must not be used for any purpose other than either that for which it has been collected, or to contact the person the subject of that information on a related matter.

**Confidential Information** must not be used to gain any kind of benefit or advantage for any person. This may include taking advantage of another person on the basis of **Confidential Information** held by ValEx about that person.

## 7. SECURITY OF CONFIDENTIAL INFORMATION AND PERSONAL INFORMATION

A Confidee must ensure that **Confidential Information** and **Personal Information**:

- 7.1 is kept secure and cannot be accessed by unauthorised persons;
- 7.2 which is in documented or stored form is retained in secure storage; and
- 7.3 if it is to be destroyed with the consent of ValEx, is shredded or obliterated in such a way that restoration or reconstitution is not possible.

## 8. DUTIES OF PANEL VALUERS

This paragraph 8 applies to panel valuers, being those persons on the panel of valuers providing valuation services to ValEx and its clients. Panel valuers must:

- 8.1 comply with all applicable Privacy Legislation and any of ValEx's privacy policies, as notified to panel valuers from time to time;
- 8.2 only use **Personal Information** to the extent necessary to provide the valuation services;
- 8.3 not disclose **Personal Information** to any other person without the express prior written authority of ValEx, or as expressly required by law;
- 8.4 establish, maintain and enforce appropriate policies and procedures and associated access controls and other technological measures, to ensure that **Personal Information** is only accessible to those personnel of the panel valuers who require such access for the purpose of performing their duties of engagement;
- 8.5 ensure that none of the panel valuers's personnel who have access to any **Personal Information** use, disclose, transfer or retain such **Personal Information** except to the extent necessary to perform their duties of engagement;
- 8.6 co-operate with any reasonable requests or directions of ValEx concerning the storage, security, use and disclosure of **Personal Information**, or the rights of individuals to access and correct such **Personal Information**; and
- 8.7 notify ValEx as soon as reasonably practicable after the panel valuers becomes aware that a disclosure of **Personal Information** may be required by law, and, if requested by ValEx, assist ValEx in preventing or limiting such disclosure.

## 9. CONFIDENTIALITY AND PRIVACY DEED POLL

Any person involved in the operations of ValEx with the potential or entitlement to access or be provided with access to **Confidential Information** may, to the extent that the person has not previously provided a confidentiality undertaking or is not otherwise bound by obligations of confidentiality to ValEx, be required to sign a confidentiality deed poll.