

— FINANCIAL REVIEW BOSS —
MOST INNOVATIVE
COMPANIES



**AFR BOSS
MOST INNOVATIVE COMPANIES
PRIVACY POLICY**

POLICY



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1. INTRODUCTION

Inventium Pty Ltd, methodology partner for the Australian Financial Review Most Innovative Companies competition, is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information and Competition Submissions.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au.



2. PERSONAL INFORMATION



WHAT IS PERSONAL INFORMATION AND WHY DO WE COLLECT IT?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses and phone numbers.

This Personal Information is obtained in many ways including correspondence, by telephone, by email, via our website www.mostinnovative.com.au and our Awards Force platform www.mostinnovative.awardsplatform.com, from your website, from media and publications, from other publicly available sources and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing at mic@inventium.com.au.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

2. PERSONAL INFORMATION

SENSITIVE INFORMATION

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.



2. PERSONAL INFORMATION



THIRD PARTIES

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

DISCLOSURE OF PERSONAL INFORMATION

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

SECURITY OF PERSONAL INFORMATION

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information.

2. PERSONAL INFORMATION



ACCESS TO YOUR PERSONAL INFORMATION

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing at mic@inventium.com.au.

Inventium Pty Ltd will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

MAINTAINING THE QUALITY OF YOUR PERSONAL INFORMATION

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

3. COMPETITION SUBMISSIONS



WHAT ARE COMPETITION SUBMISSIONS AND WHY DO WE COLLECT IT?

Competition Submissions includes information collected as part of an organisation's entry in the Australian Financial Review's Most Innovative Companies competition. This information includes, but is not limited to information regarding policies, practices and initiatives in place at the organisation and information regarding employee perceptions of working within the organisation.

Competition Submissions are obtained in many ways including correspondence, by telephone, by email, using our Awards Force platform www.mostinnovative.awardsplatform.com and via survey using www.surveymonkey.com. We don't guarantee website links or policy of authorised third parties.

We collect Competition Submissions for the primary purpose of compiling the Australian Financial Review's Most Innovative Companies list and relevant promotion. We may also use Competition Submissions for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing at mic@inventium.com.au. When we collect Competition Submissions we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

3. COMPETITION SUBMISSIONS

DISCLOSURE OF COMPETITION SUBMISSIONS

Your Competition Submission may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure (e.g. Australian Financial Review); and
- Where required or authorised by law.

SECURITY OF COMPETITION SUBMISSIONS

All Competition Submissions are stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When Competition Submissions are no longer required for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Competition Submission.



3. COMPETITION SUBMISSIONS

ACCESS TO YOUR COMPETITION SUBMISSION

Organisations may access certain components of the Competition Submission we hold about your organisation. However, some components, including individual responses to the employee survey, cannot be accessed by the organisation to keep respondents anonymous and protect our intellectual property.

If you wish to access certain components of your Competition Submission, please contact us in writing at mic@inventium.com.au.

Inventium Pty Ltd will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Competition Submission.

In order to protect your Competition Submission we may require identification from you before releasing the requested information.



POLICY UPDATES

This Policy may change from time to time and is available on our website www.mostinnovative.com.au.

PRIVACY POLICY COMPLAINTS AND ENQUIRIES

If you have any queries or complaints about our Privacy Policy please contact us at:

Inventium
mic@inventium.com.au
(03) 9018 7455
ABN 69 451 190 612



— FINANCIAL REVIEW BOSS —
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QUESTIONS?

MIC@INVENTIUM.COM.AU

NEED MORE INFO?

VISIT OUR WEBSITE
MOSTINNOVATIVE.COM.AU