FOREPOST
IT AUDIT & ASSURANCE

PRIVACY POLICY

How we handle your personal information

Forepost Pty Ltd | ACN 703 063 576 | ABN 89 703 063 576 | Last updated 17 November 2026

1. ABOUT THIS POLICY

Forepost Pty Ltd ("Forepost", "we", "us") provides IT audit and assurance, internal audit and performance audit services to government and business.

This policy explains how we collect, use, store and share personal information, and how you can access it, ask us to correct it or make a complaint. We comply with the Privacy Act 1988 (Cth) and the Australian Privacy Principles in all of our work.

Personal information is information or an opinion about you that identifies you, or could reasonably identify you.

2. WHOSE INFORMATION WE HANDLE

This policy applies to personal information about:

- people who work for our clients and suppliers
- people whose information appears in records we review during an audit
- contractors, subcontractors and job applicants
- people who contact us or visit our website.

3. WHAT WE COLLECT

We only collect the information we need for our work. Depending on how you deal with us, this may include:

- your name, position, organisation and contact details
- if you work with us or apply to: your CV, qualifications, employment history and referees, and the information we need to confirm your identity and right to work
- if your role requires it: police check and security clearance details
- if we pay you: bank account, superannuation and tax file number details
- records of our emails, meetings and other dealings with you.

Some information, such as a criminal record shown in a police check, is "sensitive information" under the Privacy Act. We only collect it with your consent and where it is needed for the role.

When we audit a client's systems, we may see personal information that the client holds, such as user lists, system logs or samples of HR and payroll records. We only keep copies where we need them as evidence, we remove or mask personal details where we can, and we handle the information as our contract with the client requires.

4. HOW WE COLLECT IT

We collect information directly from you where we can, for example when you email us, meet with us or apply for work. We may also collect it from your employer when they engage us, from referees you nominate,

from our clients' records during an audit, and from public professional sources such as professional networking sites.

Where it is lawful and practical, you can deal with us without giving your name, or by using a different name, for example when making a general enquiry. We will need your details to provide services to you, engage you or pay you.

5. WHY WE COLLECT AND USE IT

We use personal information to:

- deliver audit and assurance services to our clients
- assess, engage and pay contractors and staff, and meet security clearance requirements
- manage our relationships with clients and suppliers
- respond to enquiries and complaints
- meet our legal, tax, insurance and contractual obligations.

We do not sell personal information, and we do not use it for marketing without your consent.

6. WHO WE SHARE IT WITH

We may share personal information with:

- our clients, where needed for an engagement, for example a contractor's name, CV and clearance status
- service providers that support our business, such as IT, cloud storage, accounting and payroll providers
- our professional advisers and insurers
- government agencies and regulators, where the law requires or allows it.

We require anyone we share personal information with to protect it.

7. INFORMATION STORED OR SENT OVERSEAS

We store information in Australia where we can. Some of our service providers, such as cloud software providers, may store or access information outside Australia, including in the United States. When this happens, we take reasonable steps to make sure the information is protected to the standard Australian law requires. Information we receive under an Australian Government contract is not stored or accessed outside Australia unless the agency agrees in writing.

8. HOW WE PROTECT AND KEEP IT

We keep personal information in secure systems. Access is limited to the people who need it, accounts are protected by multi-factor authentication, information is encrypted, and access is removed promptly when people leave.

We keep personal information only for as long as we need it or the law requires. We then securely delete it or remove the details that identify you.

9. AUTOMATED DECISIONS

We do not use computer programs to make decisions about people that could significantly affect their rights or interests, or to do things substantially and directly related to making those decisions.

10. OUR WEBSITE

When you visit our website, we may collect information such as your IP address, browser type and the pages you view, using cookies or similar technology, to run and improve the site. This information does not usually identify you. You can set your browser to refuse cookies.

11. ACCESSING AND CORRECTING YOUR INFORMATION

You can ask for a copy of the personal information we hold about you, and ask us to correct it if it is wrong, out of date, incomplete or misleading. You can also ask us to delete information we no longer need to keep. There is no charge to make a request.

Contact our Privacy Officer using the details in section 14. We will respond within 30 days. If we cannot do what you ask, we will explain why in writing and tell you how to complain.

12. MAKING A COMPLAINT

If you think we have mishandled your personal information, please contact our Privacy Officer. We will acknowledge your complaint within five business days and aim to respond in full within 30 days.

If you are not satisfied with our response, you can complain to the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au or on 1300 363 992.

13. DATA BREACHES

If a data breach involving your personal information is likely to cause you serious harm, we will tell you and the OAIC, as required by the Notifiable Data Breaches scheme.

14. CONTACT US

Privacy Officer, Forepost Pty Ltd

Email: alicia.lewis@forepost.com.au

Post: Level 2, 68 Northbourne Avenue, City ACT 2601

If you would like this policy in another format, ask us and we will provide it free of charge.

15. CHANGES TO THIS POLICY

We may update this policy from time to time. The current version is always available on our website.