



Data Management & Digital Communication Policy

Kidson Energy Pty Ltd is committed to protecting and maintaining the privacy, accuracy, and security of personal information for employees and contractors through our **Data Management Policy**.

In addition, we are committed to ensuring that all digital communications, social media, internet access, information technology and information systems, are used in line with our company values, responsibly and lawfully, through our **Digital Communication Policy**.

Data Management Policy

- Kidson Energy collects personal and sensitive information (Data) that is relevant to our business. Personal data is normally acquired directly from the individual, with the minimum data stored for:
 - Carrying out our business.
 - Fulfilling our legal requirements (for example, disclosure to law enforcement agencies or courts).
 - Recommending services that the individual may need (for example, insurance).
- Kidson Energy will not share, sell, or trade data, without the individual's written consent, to any non Kidson Energy owned company or person, excepting when Kidson Energy is required to provide limited information to:
 - Our partners when an employee or contractor may be required to work with them.
 - Our insurance agents when an employee or contractor may be covered by them.
 - Kidson Energy require these companies to apply the same data management standards of care, so they cannot, share, sell or trade data to anyone else. Kidson Energy enforce this requirement through contractual agreements.
- Kidson Energy ensures all digital and hard-copy data always remains secure:
 - Only employees of Kidson Energy and those who perform services on our behalf, and who are authorised to handle personal data, will have access to personal information data.
 - All digital data is stored on a secure system, and access is limited to authorised personnel via secure login.
 - All hard-copy data is stored in a secure location, with controlled and authorised access.
 - In the event of a data breach, Kidson Energy will take prompt and appropriate action to report the breach, identify the risks, notify relevant affected parties, and implement remedial action.
- Kidson Energy ensures accurate retention and secure destruction of data:
 - Personal information data will not be retained by Kidson Energy for any longer than it is required by us, except to fulfill our legal obligations. The law generally requires retention of information for seven years after an account is closed, however we may retain information for shorter or longer periods than this, depending upon any specific legal requirement and the needs of our business.

- All digital data will be securely destroyed from our secure server. Any hard-copy data will be securely destroyed.
- Kidson Energy will, with the help of the individual, keep personal information data accurate, complete, and up to date.
- Individuals can access most of the personal information we hold about them and request correction or secure destruction. This right is subject to some exceptions; for example, Kidson Energy may not provide access to information relating to existing or anticipated legal proceedings. Kidson Energy requires proof of identity before providing any personal information held by the company.

Digital Communication Policy

Kidson Energy is committed to ensuring that all digital communications, social media, internet access, information technology and information systems, are used in line with our company values, responsibly and lawfully, through our **Digital Communication Policy**.

- Internal and external email
 - Kidson Energy requires secure and compliant configuration for all Kidson Energy email domains for sending and receiving emails on any company or personal information system or information technology (equipment).
 - All employees, contractors and sub-contractors shall not use email communication for any unlawful, illegal, malicious, or improper purpose.
- Social media
 - Kidson Energy incorporates social media in our service delivery, as part of our communication and engagement activities and strategies. All Kidson Energy social media communication is controlled and authorised through our corporate head office.
 - Kidson Energy requires secure and compliant configuration for all Kidson Energy social media domains and platforms.
 - All employees, contractors and sub-contractors shall not use social media communication for any unlawful, illegal, malicious, or improper purpose.
- Website
 - Kidson Energy uses a corporate website in our service delivery, as part of our communication and engagement activities and strategies. All Kidson Energy website communication is controlled and authorised through our corporate head office.
- Cyber security
 - Kidson Energy uses a professional outsourced cyber security firm to administer and configure our secure digital data servers, information systems and information technology.



Andrew Somoff
Director



Johnathon Goyder
Director