

## Privacy Statement

QED is committed to maintaining the privacy of our customers and employees' information and confidentiality of our own business records. Customers entrust us with information that goes beyond what is routine in a commercial transactional situation. Our reputation and business viability depends on discretion. Risks of unauthorised access to information will be eliminated or minimised, as far as is reasonably practicable.

We are committed to complying with relevant privacy regulation and to maintaining confidentiality through the following measures:

- Investment in up-to-date security of information technology;
- Procedures to secure both company and personally owned devices; training to raise awareness of the risk of cyber attack and promote safe email and internet behaviours;
- Regular audit of security measures and suppliers;
- Procedures for communicating with the media;
- Codified conduct whilst in occupied areas of customer premises;
- Secure destruction of physical records and superseded information storage devices; and
- Physical security and monitoring of our business premises and offsite storage facilities

Our goal is to secure the information in our possession to circumvent unauthorised access. This will only be achieved through the participation, co-operation and commitment of everyone in the company.

Authorised by:  
Michael Taranto  
Managing Director

Dated:  
31 July 2024