



PRIVACY POLICY

POLICY APPLICATION

SG Gaming ANZ Pty Ltd is the manufacturer and supplier of gaming equipment in Australia with operations in all states and territories. This policy applies to SG Gaming ANZ Pty Ltd (ACN 001 660 537) and its related bodies corporate in Australia (collectively referred to in this policy as "**SG Gaming**").

PURPOSE

This policy outlines how SG Gaming manages the personal information that we hold about our customers, potential customers, contractors and others. SG Gaming is bound by the Australian Privacy Principles and the applicable parts of the credit reporting requirements of the Privacy Act 1988 (Cth) ("**Privacy Act**")

Under the Privacy Act, and throughout this policy, "personal information" is information or an opinion relating to an **individual**, who is reasonably identifiable.

PERSONAL INFORMATION – COLLECTION AND MANAGEMENT

COLLECTION OF PERSONAL INFORMATION

SG Gaming collects personal information predominantly through the completion of paper-based or electronic forms, such as Customer Information Forms and Personal or Business Disclosure Forms. SG Gaming may also collect personal information in face-to-face meetings and in interviews.

SG Gaming may collect personal information from third parties, such as personal or business referees. SG Gaming also collects personal information from other people or organisations. This may happen without your direct involvement. For instance, we may collect personal information about from:

- publicly available sources of information, such as public registers
- your employer
- commercial information service providers, such as companies that provide criminal and fraud prevention reports
- credit reporting agencies
- ASIC
- gaming industry regulatory bodies
- public and official registers, such as global watchlists and court filings.

At or before the time SG Gaming collects your personal information, or if that is not practicable, as soon as practicable afterwards, SG Gaming will give you notice as follows:

(a) the purposes for which the information is collected

(b) to whom, or the types of individuals or organisations to which, SG Gaming might usually disclose information of the kind collected; and

(c) any law that requires the particular information to be collected, and the main consequences if all or part of the information is not provided.

WHAT PERSONAL INFORMATION IS COLLECTED

The personal information SG Gaming may collect about you is dependent upon your relationship with SG Gaming. The following are some examples of the types of personal information that SG Gaming may collect from individuals whether directly or indirectly:

(a) In the employment context:

- application forms - name, addresses, telephone numbers, email addresses
- ID documents, including certified 100 points of ID
- resume details
- reference checking
- criminal record, credit and litigation history
- bank account details (for salary/wages)
- tax file number details (for salary and superannuation)
- gaming, government and business interests

(b) Business Customers and Suppliers

- personal details - including Directors' and other individuals' names, addresses, telephone numbers, email addresses
- information confirming identity, including certified 100 points of ID
- financial details including banking details
- licence numbers and gaming licensing checks
- criminal record, credit checks and litigation history
- company searches, which may include related parties, guarantors and directors and owners
- good character and criminal background checks which may include the National Police Certificate; the Anti-money laundering/Counter Terrorism Financing Rules global screening check and criminal watch list check
- trade references
- personal shareholdings, financial data and gaming, government and business interests

USE AND DISCLOSURE OF PERSONAL INFORMATION

Subject to disclosures required by law, SG Gaming will only use and/or disclose personal information for:

(a) the primary purpose for which this information is collected; or

(b) a related purpose, where you would reasonably expect that this personal information would be used and/or disclosed without your further consent.

SG Gaming will only disclose personal information internally and/or to a third party contracted to provide services to SG Gaming and only if necessary for one of the purposes referred to above.

The third parties to which SG Gaming may disclose personal information, include:

- service providers
- insurance companies
- trade promotion agencies
- insurance providers and brokers
- billing and mailing houses
- delivery contractors
- IT service providers
- superannuation funds
- share registries
- professional legal and accounting advisors, including auditors
- superannuation and payroll providers
- video monitoring
- medical and worker's compensation
- credit and criminal reporting agencies

MARKETING MATERIAL

A related purpose for which SG Gaming collects personal information may be marketing by SG Gaming of products or services.

If you have received marketing material from SG Gaming and you wish to stop it, you can contact the Privacy Compliance Officer at the address set out below.

SG Gaming will not disclose your personal information to a third party for that third party to send you its marketing material unless SG Gaming has obtained your consent.

OVERSEAS TRANSFER OF PERSONAL INFORMATION

SG Gaming may transfer personal information between countries if required for a relevant purpose described above. SG Gaming may disclose your personal information to the overseas recipients, which include:

- (a) other members of the Scientific Games Group, including in the USA, Europe and Asia;
- (b) other companies or individuals who assist us in providing services or who perform functions on their behalf (such as third party service providers, specialist consultants);
- (c) credit and criminal reporting agencies, global watchlists and official registers;
- (c) anyone else to whom you authorise us to disclose it;
- (d) anyone else where authorised by law.

PERSONAL CREDIT INFORMATION – COLLECTION AND MANAGEMENT

COLLECTION OF PERSONAL CREDIT INFORMATION

SG Gaming collects credit-related personal information in connection with applications for credit, which are applications for commercial credit for business purposes. We collect:

- (a) identity information about individuals associated with the credit applicant, including directors, partners, trustees, principals, guarantors and others in that business (ie account management staff);
- (b) financial information relating to directors, partners, trustees or sole traders, and any person who acts, or proposes to act, as a guarantor;
- (c) historical insolvency information of directors, partners, trustees, sole traders or managers associated with a business applying for credit;
- (d) consumer credit information of directors, partners, trustees or sole traders or anyone acting or proposing to act as a guarantor.

USE OF PERSONAL CREDIT INFORMATION

Personal credit information provided to SG Gaming is used to assess the application for credit and, if successful, for the ongoing management of a credit account, and otherwise as permitted by law. This includes:

- (a) assessing the credit worthiness of the individuals associated with the business applying for commercial credit, including obtaining both consumer and commercial credit reports from credit reporting bodies;
- (b) disclosing personal information to credit reporting bodies, including but not limited to identity particulars, payment defaults and serious credit infringements;
- (c) providing to or exchanging personal information with any person whose name is given to SG Gaming in connection with an application for credit;
- (d) exchanging personal information with another credit provider who is named in an application for credit or in a credit report issued by a credit reporting body.

DISCLOSURE OF PERSONAL CREDIT INFORMATION

SG Gaming discloses credit-related personal information to third parties in the circumstances and for the purposes described above, including to credit reporting bodies.

ACCESS, CORRECTION AND COMPLAINTS

PROTECTION OF PERSONAL INFORMATION

SG Gaming stores personal information in a range of paper-based and electronic forms:

- (a) Paper storage security. SG Gaming protects the security by various means, including:
 - locking personal information and restricting access on a need to know basis
 - using access control measures such as keyed access, security alarms and surveillance cameras to deter and detect unauthorised access.
- (b) Computer and network Security. SG Gaming protects the security by various means which include:
 - access control through user names and passwords

- limiting access to shared network drives to authorised staff
- systems usage and access monitoring, including data download restrictions.

ACCESS TO PERSONAL INFORMATION

If you want access to your personal information held by SG Gaming, please put your request in writing and clearly identify the personal information you seek access to. All requests for access should be addressed to The Privacy Compliance Officer.

Depending on the circumstances, SG Gaming reserves the right to charge you a reasonable administrative fee, except in the case of the personal credit information.

In some instances, SG Gaming may not be able to release the personal information, when it holds commercially sensitive material. In these instances, Sg Gaming may provide you with the explanation regarding the personal information, rather than direct access to the information.

CORRECTION OF PERSONAL INFORMATION

SG Gaming will take reasonable steps to correct personal information that is inaccurate. You should notify SG Gaming if your personal information changes.

Where a request to correct relates to personal credit information, SG Gaming may refuse to correct the information and provide you with reasons for the refusal.

COMPLAINTS

If you wish to make a complaint to SG Gaming about a possible breach of privacy, please provide full details of your complaint in writing and send it to the Privacy Compliance Officer.

PRIVACY COMPLIANCE OFFICER CONTACT DETAILS

For the purposes of correction requests, complaints and any other matter relating to privacy, please write to The Privacy Compliance Officer, SG Gaming ANZ Pty Ltd, 4 Newington Road, Silverwater NSW 2128.

Version 1 November 2018