



Data Security Policy

Last Updated: 27 December 2025

TRUTH HUBS LTD (ABN: 88 687 699 627) ("the Company") is committed to ensuring the confidentiality, integrity, and availability of all data and information assets. As a statewide Western Australian provider, we recognize the importance of protecting the data of our clients, local workers, and community partners.

1. Purpose

The purpose of this policy is to outline the security measures TRUTH HUBS LTD employs to protect data from unauthorized access, loss, or misuse, and to ensure compliance with the **Privacy Act 1988 (Cth)**.

2. Scope

This policy applies to all employees, contractors, and third-party partners of TRUTH HUBS LTD. It covers all data stored on our servers, cloud environments, and portable devices used across our statewide operations.

3. Data Protection Principles

We adhere to the following core principles:

- **Confidentiality:** Access to data is restricted to authorized personnel on a "need-to-know" basis.
- **Integrity:** We maintain the accuracy and completeness of data through secure storage and version control.
- **Availability:** We ensure data is accessible to authorized users when required for project delivery.

4. Technical Security Measures

- **Encryption:** All sensitive data is encrypted both at rest (on servers) and in transit (via HTTPS/SSL protocols).
- **Access Control:** We utilize Multi-Factor Authentication (MFA) for all staff accessing Company systems and cloud platforms.
- **Secure Infrastructure:** Our website (www.truthhubs.com.au) and internal "hubs" are hosted on secure, industry-leading cloud infrastructure with regular security patching.



- **Device Security:** All devices (laptops, mobiles) used by field staff in regional WA are password-protected and equipped with remote-wipe capabilities in case of loss or theft.

5. Personnel Security

- **Confidentiality Agreements:** All staff and local workers must sign confidentiality agreements as part of their employment contract.
- **Security Training:** Staff receive regular training on identifying phishing attempts, managing passwords, and the safe handling of regional stakeholder information.

6. Data Retention and Disposal

- We only retain personal and project data for as long as necessary to fulfill our business functions or as required by Western Australian law.
- When data is no longer required, it is destroyed or de-identified using secure electronic wiping or physical shredding for hard copies.

7. Data Breach Response

In the event of a suspected data breach, TRUTH HUBS LTD will:

1. **Contain:** Immediately take steps to stop the breach and mitigate further risk.
2. **Assess:** Evaluate the data involved and the potential impact.
3. **Notify:** If the breach is likely to result in serious harm, we will notify the **Office of the Australian Information Commissioner (OAIC)** and the affected individuals under the **Notifiable Data Breaches (NDB)** scheme.

8. Contact Information

For any data security inquiries or to report a suspected vulnerability, please contact our Security Officer:

TRUTH HUBS LTD Email: info@truthhubs.live

Website: www.truthhubs.com.au

Address: Kununurra, WA 6743