

Privacy Policy

This document sets out the policy of The Business in relation to the handling of personal and sensitive information.

Statement of Commitment

The Business respects the privacy rights of all individuals in the workplace. Furthermore, The Business is committed to ensuring that all Directors, management, staff and others involved in the management of the Business comply at all times with their obligations under the *Privacy Act 1988* (Cth).

Information held

The Business currently holds information in relation to its workers, clients, contractors and other workplace participants. This information includes, but is not limited to:

- tax file numbers and other business and personal taxation information; information relating to the personal background of these workplace participants (such as their home address, sex, date of birth, their employment history, their educational qualifications, any illnesses and details of contact people in the event of any emergency); and
- information documenting the work history of these workplace participants (such as their letter of appointment and bank account details as well as records of any salary adjustments, written warnings, salary sacrifice documents and annual and personal/carer's leave taken);
- details of premises, security information, as well as credit information.

There are a variety of reasons why The Business is required to hold this information. Some of these reasons include:

- ensuring that both The Business and any workplace participants are meeting their obligations under relevant legislation;
- ensuring the health, safety and welfare of all workplace participants at times when they are performing work for The Business;
- allowing appropriate insurance coverage for these workplace participants; and
- allowing access and ability to perform work requested as well as to take receipt of payment.

While The Business does contract out some of its services information provided may be viewed by contract workers who are also governed by privacy legislation and this policy. Any of the above information will not be disclosed to any third party without the prior consent being obtained from any affected individual. Personal information lawfully requested by government regulators will be supplied.

There may be certain circumstances where The Business is contacted in relation to some or all of the above personal information, for example, when The Business' worker has applied for a loan with a financial institution and that financial institution contacts us to verify details of income being received.

Security

The Business strives to ensure the security, integrity and privacy of personally identifiable information of our workers, clients, suppliers and contractors. We use a variety of physical and electronic security measures including restricting physical access to our offices, and fire walls and secure data-bases to keep personal information secure from misuse, loss or unauthorised use or disclosure.

Unfortunately, no data transmission over the internet can be guaranteed to be totally secure.

Access to Personal Information

You have a right to access personal information we hold about you and if we deny access in some circumstances we will tell you why.

To request access, please contact Helen Kinder who is our Privacy Officer as set out at the end of this document. The Business does not give out trade or credit references for clients.

Complaints and Contact Details

Anyone who feels that there has been an unwarranted invasion of their privacy should contact **Helen Kinder**, our Privacy Contact Officer, who can be contacted on **08 9451 2144**.