# Privacy policy

1. Purpose
	* 1. The purpose of this policy is to to set parameters for The Company and its employees as to how people’s personal information will be collected, used, maintained and disclosed so that it is appropriately protected and safe from misuse.
		2. The Company accepts the general principles of confidentiality and privacy and is bound by the Australian Privacy Principles set out in the Privacy Act 1998 (Cth) (‘the Act’). In the course of its activities, The Company will collect, use, maintain and disclose people’s personal information, some of which is sensitive information.
2. Personal Information
	* 1. Personal information is information or an opinion that identifies or could reasonably identify an individual. Some examples are name, address, telephone number, date of birth, medical records, bank account details, and opinions.
		2. Under this Policy, personal information excludes information related to current or former employment relationships with The Company and Employee records (such as employment records, payslips and personnel files). Employees seeking to access such information may request this and will be entitled to access such information in accordance with the *Fair Work Act 2009* (Cth)
		3. It is important that personal information is protected in accordance with the trust vested in The Company. The Company will only collect, use or disclose personal information in accordance with the Act and this Policy.
		4. On request, The Company will take reasonable steps to let the person know what sort of personal information it holds, for what purposes it is held and disclosed.
3. Collection of information
	* 1. The Company will only collect personal information where the information is necessary for one or more of its functions or activities. The personal information that The Company collects directly about an individual may include, but may not be limited to:
			1. information provided to us when an individual contacts or corresponds with us (for example, name, date and place of birth, contact details, occupation and education/work history);
			2. information on prospective employees;
			3. information on client contacts and prospective client contracts including business relationship history;
			4. information on supplier contacts; and
			5. complaint details.
		2. The Company may collect sensitive information about an employee or prospective employee which may include (but may not be limited to) information for psychometric testing candidates, health information and criminal history/background checks. The Company will not collect sensitive information unless the individual has consented, it is required by law or a permitted general situation or health situation exists in relation to the collection of the information.
		3. The Company will only collect personal information in a way that is fair, lawful and not intrusive.
4. Use and disclosure of information
	* 1. The Company will only use or disclose an individual’s personal information for the purpose for which it was collected or in circumstances related to public interest such as law enforcement and public health.
		2. The Company will only use and disclose an individual’s personal information for a secondary purpose that is related to the primary purpose for which it is collected it, and where an individual would reasonably expect The Company to use or disclose their personal information for the secondary purpose.
		3. The Company will endeavour to receive an individual’s consent for disclosure of his/her information by way of writing. If necessary, verbal consent will be accepted and a file note or database record should be taken.
5. Using information for promotions or advertising
	* 1. The Company may use or disclose a person’s personal information for direct Company marketing in specified circumstances.
		2. An individual may be contacted via email or other means in order to provide them with updated information about The Company, details of new services, updates and invites to seminars and/or events.
		3. If an individual would prefer not to receive such information, he/she may contact The Company advising accordingly
6. Storage
	* 1. The Company may store personal files in hard copy or electronically in our IT systems, which may include Australian-based cloud servers.
		2. The Company will take reasonable steps to protect personal information from misuse, loss and unauthorised access modification or disclosure.
		3. Reasonable steps will be taken to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information may be used or disclosed.
7. Further information

If you have any concerns or questions about this policy, please speak with your manager.