



Company Privacy Policy

Management System Policy

The Company complies with the Privacy legislation in Australia, such as the Privacy and Personal Information Protection Act 1998 (NSW).

The Company is committed to protecting the privacy of every person with whom it deals, including clients and employees. We understand that privacy is very important, and the Company is committed to taking the necessary steps to meet the requirements of the Australian Privacy Principles.

The Policy applies to employees and clients who provide us with their personal information.

Types of information the Company would hold:

- personal contact details;
- personal financial details;

Purposes for which we hold personal information:

- Statutory Requirements under law.

Disclosures

The Company may disclose your personal information for the purposes for which it is primarily held or for a related secondary purpose. In some cases, the Company may only disclose information with the employee's consent.

The Company may disclose your personal information where we are under a legal duty to do so, including circumstances where we are under a lawful duty of care to disclose information.

The Company contract out some of our services from time to time. The Company contractors may see some of the employee's personal information. Contractors could include I.T. Contractors, Human Resources, payroll, accounts payable and other accounting/clerical/consulting staff.

Access

Employees can gain access to the personal information that the Company hold about them, with a few exceptions as set out in the Australian Privacy Principles. The Australian Privacy Principles (APPs), are contained in schedule 1 of the Privacy Act 1988 (Privacy Act), outline how most Australian and Norfolk Island Government agencies, all private sector and not-for-profit organisations with an annual turnover of more than \$3 million, all private health service providers and some small businesses (collectively called 'APP entities') must handle, use and manage personal information.

The Company can refuse access if it interferes with the privacy rights of other persons or if it breaches any confidentiality that is attached to that information. If employees wish to obtain access to their personal information, they should contact our Finance Manager who is also the Privacy Co-ordinator. Employees will need to verify their identity.

Approved by: Michael Flanagan

Position: Chief Executive Officer

Date: July 2021

Signature: