



PRIVACY POLICY

POLICY STATEMENT

It is the policy of Pilbara Sheds to operate our business in a manner that consistently meets or exceeds the legal rights of persons in regard to the privacy and confidentiality of information relating to them by ensuring compliance with the provisions of relevant privacy legislation.

AIMS AND OBJECTIVES

As an organisation, Pilbara Sheds will ensure that only such information as is necessary for employment and business purposes is collected and that this information will only be accessible by persons who are specifically authorised to access the information.

PRIVACY PRINCIPLES

Pilbara Sheds acknowledges that the privacy principles are designed to protect the rights of the individual, yet still allow access by particular authorities in specific circumstances and for specific purposes. To meet our obligation to comply with these principles under privacy laws, we will ensure that these principles are adhered to by management of Pilbara Sheds and all of our employees and agents. We will ensure that we comply with these principles in regard to:

1. the necessity of personal information to be collected, and the means of collection of this information
2. the use or disclosure of personal information about an individual
3. ensuring that information held is accurate, complete, and up to date
4. the protection of information from misuse, loss and unauthorized access, modification or disclosure
5. the way in which personal information is managed, including the right of individuals to know what type of personal information relating to them is collected, held, used or disclosed
6. allowing individuals reasonable access to information held about them to the extent allowed by law
7. the identification of individuals
8. the right of individuals to anonymity when entering into transactions where lawful and practicable
9. the transfer of personal information to persons in a foreign country except where allowed by law, and
10. the collection of sensitive information without consent or legal authority

MAKING A COMPLAINT

An individual may contact us (see 'how to contact us') to complain about a breach of this Privacy Policy or the Australian Privacy Principles. Pilbara Sheds will handle any complaints promptly in a professional manner by referring the matter internally to the Business Manager. Pilbara Sheds will endeavour to remedy any breaches of this Privacy Policy or the Australian Privacy Principles and put procedures in place to ensure any such breaches are not repeated. If the complainant is not satisfied with the way Pilbara Sheds has handled a complaint, a further complaint to the Office of the Australian Privacy Commissioner is able to be made.

HOW TO CONTACT US

Sandi Clarke
Business Manager
M: 0409 292 325
E: admin@pilbarasheds.net.au
A: PO Box 1010, KARRATHA, WA 6714

Signed:

Position: Managing Director – Travers Clarke

Document Number	AD3.POL.004.V01	Created By	Sandi Clarke	Issue Date	27.11.19
-----------------	-----------------	------------	--------------	------------	----------

This document is uncontrolled when printed