

Privacy Policy

This policy outlines Barrier Signs requirements and expectations in relation to the handling of personal information.

This policy applies to all employees, independent contractors, consultants, and other workers engaged by Barrier Signs and who have access to personal information in the course of performing their duties.

Policy

From time-to-time Barrier Signs is required to collect, hold, use and/or disclose personal information relating to individuals (including, but not limited to, its customers, contractors, suppliers, and employees) in the performance of its business activities.

The information collected by Barrier Signs will, from time to time, be accessible to certain individuals employed or engaged by Barrier Signs who may be required to use the information in the course of their duties. This document sets out Barrier Signs policy in relation to the protection of personal information, as defined under the Privacy Act 1988 (Cth) the ("Act"), which includes the Australian Privacy Principles ("APP"). The APPs regulate the handling of personal information. The obligations imposed on Barrier Signs under this policy are also imposed on any individual employed or engaged by Barrier Signs ("employees").

What is not personal information

This policy does not apply to the collection, holding, use or disclosure of personal information that is an employee record as they are exempt from the APPs.

An employee record is a record of personal information relating to the employment of an employee. Examples of personal information relating to the employment of the employee include, but are not limited to, health information and information about the engagement, training, disciplining, resignation, termination, terms and conditions of employment of the employee.

Employees (such as those engaged in a supervisory, operations or human resource capacity) will have access to employee records. Employees who have access to employee records must ensure that the information is handled confidentially and for a proper purpose only. Employee records are only permitted to be collected, used and disclosed where the act of doing so is directly related to a current or former employment relationship.

Employees who have access to employee records and who may have a question about the use or disclosure of employee records, please contact our bookkeeper.

Kinds of Information Collected and Held

Barrier Signs collects personal information that is reasonably necessary for one or more of its functions or activities or if Barrier Signs has received consent to collect the information. If Barrier Signs collects sensitive information (as defined below), Barrier Signs must also have obtained consent in addition to the collection being reasonably necessary.

The type of information that Barrier Signs collects and holds may depend on an individual's relationship with Barrier Signs, for example:

- **Candidate:** if a person is a candidate seeking employment with Barrier Signs, Barrier Signs may collect and hold information about that candidate including the candidate's name, address, email address, contact telephone number, gender, age, employment history, references, resume, medical history, emergency contact, taxation details, qualifications and payment details.
- **Customer:** if a person is a customer of Barrier Signs, Barrier Signs may collect and hold information including the customer's name, address, email address, contact telephone number, gender and age and other sensitive information.
- **Supplier:** if a person or business is a supplier of Barrier Signs, Barrier Signs may collect and hold information about the supplier including the supplier's name, address, email address, contact telephone number, business records, billing information and information about goods and services supplied by the supplier.
- **Referee:** if a person is a referee of a candidate being considered for employment by Barrier Signs, Barrier Signs may collect and hold information including the referee's name, contact details, current employment information and professional opinion of the candidate.

Sensitive information: Barrier Signs will only collect sensitive information where an individual consents to the collection of the information and the information is reasonably necessary for one or more of Barrier Signs functions or activities. Sensitive information includes, but is not limited to, information or an opinion about racial or ethnic origin, political opinions, religious beliefs, philosophical beliefs, membership of a trade union, sexual preferences, criminal record, health information or genetic information.

Use and Disclosure of Personal Information

The main purposes for which Barrier Signs may use and/or disclose personal information may include but are not limited to:

- recruitment functions;
- customer service management;
- training and events;
- surveys and general research; and
- business relationship management.

Barrier Signs may also collect, hold, use and/or disclose personal information if an individual consents or if required or authorised under law.

Disclosure of Personal Information

Barrier Signs may disclose personal information for any of the purposes for which it was collected, as indicated under clause 6 of this policy, or where it is under a legal duty to do so.

Disclosure will usually be internally and to related entities or to third parties such as contracted service suppliers.

If an employee discloses personal information to a third party in accordance with this policy, the employee must take steps as are reasonable in the circumstances to ensure that the third party does not breach the APPs in relation to the information.

Correction of Personal Information

If Barrier Signs holds personal information that is inaccurate, out-of-date, incomplete, irrelevant or misleading, it must take steps as are reasonable to correct the information. If Barrier Signs holds personal information and an individual makes a request in writing addressed to the Bookkeeper to correct the information, Barrier Signs must take steps as are reasonable to correct the information and Barrier Signs will respond to any request within a reasonable period. There are certain circumstances in which Barrier Signs may refuse to correct the personal information. In such situations Barrier Signs will give the individual written notice that sets out:

- the reasons for the refusal; and
- the mechanisms available to the individual to make a complaint.

If Barrier Signs corrects personal information that it has previously supplied to a third party and an individual requests Barrier Signs to notify the third party of the correction, Barrier Signs will take such steps as are reasonable to give that notification unless impracticable or unlawful to do so. If you receive such a request, please contact our bookkeeper.

Integrity and Security of Personal Information

Barrier Signs will take such steps (if any) as are reasonable in the circumstances to ensure that the personal information that it collects is accurate, up-to-date, and complete. Employees must take steps as are reasonable in the circumstances to protect the personal information from misuse, interference, loss, and from unauthorized access, modification, or disclosure. If Barrier Signs holds personal information and it no longer needs the information for any purpose for which the information may be used or disclosed and the information is not contained in any Commonwealth record and Barrier Signs is not required by law to retain the information, it will take such steps as are reasonable in the circumstances to destroy the information or to ensure it is de-identified. If you are unsure whether to retain personal information, please contact our bookkeeper.

Complaints

Individuals have a right to complain about Barrier Signs handling of personal information if the individual believes Barrier Signs has breached the APPs. If an employee becomes aware of an individual wanting to make such a complaint to Barrier Signs, the employee should direct the individual to first contact Management in writing. Complaints will be dealt with in accordance with Barrier Signs complaints procedure and Barrier Signs will provide a response within a reasonable period. Individuals who are dissatisfied with Barrier Signs response to a complaint may refer the complaint to the Office of the Australian Information Commissioner.

Breach of this Policy

An employee directed by Barrier Signs to do an act under this policy and which relates to personal information, must ensure that in doing the act they comply with the obligations imposed on Barrier Signs. An employee directed by Barrier Signs who fails to do an act in accordance with this policy will be deemed to have breached this policy and will be subject to formal counselling and disciplinary action, up to and including possible termination of the employee’s employment.

Further information on Flexible Working Arrangements

For further information on this policy please contact the Systems Coordinator.

Authorised By:	Jack Scanes – General Manager 
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