

PRIVACY POLICY

Policy Subject: Human Resources
Policy Number: QPOL-620-302

Responsible Department: HR
Responsible Officer: HR Manager

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OBJECTIVE

The objective of this policy is to provide the framework of how Brandis Industries manages, uses and discloses the personal information of its employees and contractors.

SCOPE

This policy applies to all job applicants, employees, consultants and contractors of Brandis Industries. It also applies to all team members who collect and/or use personal information on behalf of Brandis Industries in the course of their work for Brandis Industries.

POLICY

Brandis Industries collects and holds personal information about our employees, consultants, contractors and job applicants. The company is subject to the Federal Privacy Act, including the National Privacy Principles.

Management and employees will take every reasonably practicable step to ensure personal information collected, held and used by Brandis Industries regarding its employees, contractors, consultants and job applicants is handled lawfully and appropriately.

Collection of Personal Information

The collection of personal information is limited to that necessary for Brandis Industries' business operations or to comply with legal or regulatory obligations. Personal information will always be collected by lawful and fair means and in a reasonably unobtrusive way.

Collection of Sensitive Information

Sensitive information about a person will only be collected with their consent. Sensitive information includes information about an individual's health, race, ethnicity, religious beliefs, membership of a professional or trade association or police records.

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Background Checks

Brandis Industries may conduct relevant background checks or arrange for someone else to do so on their behalf. These may include education, employment, work references and criminal records.

Use and Disclosure of Employees' Personal Information

Brandis Industries may use personal information for the purposes of conducting their business needs eg. determining a candidate's suitability for work with Brandis Industries or to comply with any applicable laws.

The personal information collected may be disclosed outside Brandis Industries for legitimate employment, operational and business-related purposes, including to:

- contractors and third parties
- the Australian Taxation Office, and
- any other person or entity as required by law.

If individuals do not provide or give consent to collect the information described above, Brandis Industries may be unable to offer employment to a recruitment candidate or to continue to deal with individuals as an associate, contractor or consultant.

Ensuring Accuracy

Brandis Industries will take reasonable steps to collect accurate, complete and up-to-date information. However, the accuracy of that information depends on what is provided. Brandis Industries encourages individuals to:

- advise if there are any errors in personal information held, and
- advise of changes to personal information, particularly addresses and telephone numbers.

Brandis Industries will take reasonable steps to correct any information, which is found not to be accurate, complete and up-to-date.

Security and Storage

Personal information may be stored in hard copy and electronically. Brandis Industries has security processes in place to protect personal information from misuse, loss, unauthorised access, modification or disclosure and to store securely or destroy the personal information once it is no longer required.

Accessing Personal Information

Individuals are able to access the personal information Brandis Industries holds about them by contacting the HR Manager.

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RESPONSIBILITIES

Senior management is responsible for:

- Overseeing the implementation of this policy
- Dealing with points of contention and, if necessary, acting as decision maker
- Seeking external advice if required
- Liaise with relevant authorities if required

Management/Human Resources is responsible for:

- Conducting investigations
- Implementing processes consistent with this policy
- Providing information as necessary to relevant individuals
- Maintaining appropriate records

Managers/Supervisors are responsible for:

- Conducting themselves in an appropriate manner as per Brandis Industries Code of Conduct, policies and standards

Employees are responsible for:

- Conducting themselves in an appropriate manner as per Brandis Industries Code of Conduct, policies and standards
- Advising all appropriate information that in any way may impact on their availability to perform duties (eg. medical conditions)
- Ensuring the accuracy of all information provided
- Ensuring changes to personal information are communicated to Management / Human Resources

RELATED LEGISLATION

Privacy Act 1988

National Privacy Principles

RELATED DOCUMENTS

Code of Conduct

Recruitment and Selection Policy