

## PRIVACY POLICY

TasSpan Civil Contracting collects personal information relating to clients, contractors and employees.

The purpose of this policy is to protect the privacy of individuals and organisations about whom we collect and/or hold information.

This policy outlines the guidelines which must be observed when collecting, storing and using personal and confidential information.

This document is designed to assist TasSpan in considering ways in which it can protect other people's personal information. It also provides a broad overview of some of the rights afforded to individuals and obligations required of organisations under the Privacy Act 1988 (Cth).

In support of this policy, TasSpan will;

- Collect personal information lawfully, for a lawful purpose and by lawful and fair means. It will only be collected as reasonably necessary for one or more of the business's functions or activities.
- Collect information directly from the individual as far as reasonably practicable unless they have given consent otherwise.
- Inform why the information is being collected and who will be storing and using it. TasSpan will also advise how it can be viewed.
- Ensure the information is relevant, accurate, up-to-date and not excessive.
- Ensure the collection does not unreasonably intrude into personal affairs.
- Either immediately de-identify or dispose of unsolicited information.

Personal information collected and held may include, but is not limited to;

- Name
- Address
- Date of birth
- Driver's Licence Details
- Tax File Number
- Bank Account Details
- Insurance Details
- Registration Certificates
- Training Records
- Workplace Assessment Details
- Workplace Incident, Accident and Injury Records
- Counselling and Disciplinary Information
- Work Absence Information

Organisations that may lawfully require disclosure of personal information may include, but is not limited to;

- Australian Taxation Office
- Workers Compensation Insurers
- Superannuation Funds
- Work Health and Safety Consultants
- Human Resource Consultants
- Rehabilitation/Employee Assistance Programme Providers

Information will be stored securely, not kept any longer than legally necessary and destroyed or de-identified when no longer required for the purpose it was collected. It will be protected from unauthorised access, use or disclosure.

TasSpan will not disclose your sensitive personal information without your consent, for example, information about your ethnic or racial origin, political opinions, religious or philosophical beliefs, health or sexual activities or trade union membership. We can only disclose sensitive information without your consent in order to deal with a serious and imminent threat to any person's life, health or safety.

We will not disclose personal information to any person/s or business involved in direct marketing.

All hardcopies of personal information will be disposed of in a secure manner once the retention period has expired. Electronic files containing personal information are deleted securely and permanently once the retention period has expired.

All TasSpan personnel with access to personal information are responsible for the implementation of this policy and carrying out its directives.

Any concerns over personal privacy matters can be directed to either the Human Resources Manager or a Company Director. TasSpan will investigate all concerns raised in relation to breaches of this Policy and the Australian Privacy Principles found in the Privacy Act 1988 (Cth). Any recommendations resulting from such an investigation will be applied through, but not limited to, the continuous improvement cycle.

**Goutham Velmurugan**

Director

13 August 2019