

Privacy Policy

The Company respects the privacy of individuals and will be open about the way it handles all personal information provided by employees and members of the public. The Company will collect, use, disclose and manage personal information in accordance with relevant legislation.

Personal information is information or an opinion (including information or an opinion forming part of a database), whether true or not, that is recorded in a material form, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion.

Collection

The Company will collect personal information only where it is necessary. Information will be collected fairly, and where possible, directly from the individual. When the Company collects information about an individual, it will take reasonable steps to inform the individual of:

- The purposes for which the information is collected
- Whom at The Company would have access to the information
- Any law that requires the particular information to be collected
- The main consequences (if any) for the individual should they not provide all or part of the information

Use and disclosure

The Company may only use or disclose an individual's personal information for the primary purpose for which it was collected; or for a secondary purpose that is related to the primary purpose and the individual would reasonably expect their information to be used or disclosed for this secondary purpose; or with the individual's consent; or as otherwise allowed under the relevant legislation or as required or authorised by law.

Management

The Company will take reasonable steps to ensure that personal information is kept accurate, complete and up to date, protected from misuse, loss, unauthorised access, modification or disclosure, and destroyed or permanently de-identified when no longer needed.

Individuals may seek to access or make corrections to their personal information held by The Company.



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