



<b>POLICY NAME:</b>	Privacy Policy	<b>POLICY NO.</b>	HR-001-PY08
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## 1. PURPOSE

This policy outlines how Neumann Steel manages Personal Information. The company has adopted the 10 National Privacy Principles (NPPs) contained in the *Privacy Act 1988 (Cth) (the Privacy Act)*. A copy of the National Privacy Principles may be obtained from the website of The Office of the Federal Privacy Commissioner at [www.privacy.gov.au](http://www.privacy.gov.au).

## 2. WHAT IS PERSONAL INFORMATION AND WHY DO WE COLLECT IT?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, phone and facsimile numbers. This Personal Information is obtained in many ways including employment application documentation, customer account application processes, correspondence, by telephone and facsimile and by email.

We collect Personal Information for the primary purpose of employment or consideration for employment. We also collect Personal Information from time to time from customers/suppliers or prospective customers/suppliers for the primary purpose of conducting business, including providing goods and services, administering customer accounts, engaging suppliers, contractors and other personnel and responding to questions regarding our products and our business.

We may also use Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure, for example in the provision of information to a selected Superannuation Fund or the Australian Taxation Office.

When we collect Personal Information we will, where appropriate and where possible, explain why we are collecting the information and how we plan to use it.

## 3. SENSITIVE INFORMATION

Sensitive information is defined in *the Privacy Act*. Sensitive information will be used by us only:

- for the primary purpose for which it was obtained;
- for a secondary purpose that is directly related to the primary purpose;
- with your consent; or where required or authorised by law.

## 4. THIRD PARTIES

Where reasonable and practicable to do so, we will collect Personal Information only directly from the person to whom it relates. However, in some circumstances we may be provided with information by third parties. In such a case we will take all reasonable steps to ensure that the person to whom it relates is made aware of the information provided to us by such third party.

## 5. DISCLOSURE OF PERSONAL INFORMATION

Personal Information may be disclosed in a number of circumstances including the following:

- third parties where consent is given by the person to whom it relates to the use or disclosure; and
- where required or authorised by law.

## **6. SECURITY OF PERSONAL INFORMATION**

Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure. When Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify Personal Information. However, most of the Personal Information is or will be stored in client or employee files which will be kept by us for a minimum of 7 years.

## **7. ACCESS TO PERSONAL INFORMATION**

Any person who wishes to access Personal Information relating to them must make out a request to us in writing. The Company will not charge any fee for an access request, but may charge an administrative fee for providing a copy of Personal Information. In order to protect Personal Information we may require identification from a person before releasing such information.

## **8. MAINTAINING THE QUALITY OF PERSONAL INFORMATION**

It is an important part of providing our services to you that Personal Information is up to date. It is important that employees, customers or suppliers advise us at the earliest opportunity of any changes to Personal Information so that our records can be updated.

## **9. POLICY UPDATES**

This Policy may change from time to time and is available at our office or on our website to anyone who requests it.

## **10. COMPLAINTS OR ENQUIRIES**

Should there be a complaint or query about this Privacy Policy or any alleged breach of this Privacy Policy and our privacy obligations this can be directed to our office at:

Neumann Steel Pty Ltd  
 PO Box 13,  
 Currumbin  
 QLD 4223

### ***Modification history***

<b>Date</b>	<b>Version</b>	<b>Modification</b>	<b>Author</b>	<b>Approval</b>
3/02/2015	1	New policy written	Rob Lancaster	Mike Walsh