

## **PRIVACY POLICY**

Graham Edwards Engineering Pty Ltd trading as **LABOUR OPTIONS✓**, is committed to the privacy of individual employees by closely adhering to the National Privacy Principles, which regulates the correct handling of personal information, the standards for collection, access and storage of the information, under the Privacy Act 1988, (as amended) which is obtained and held for the purposes of employment and services.

### **COLLECTION OF PERSONAL INFORMATION**

By registering with **LABOUR OPTIONS✓**, you are consenting to the collection and use of your personal information.

### **USE AND DISCLOSURE OF PERSONAL INFORMATION**

We respect the privacy of individuals and so, consider your personal information as confidential. For the purposes of job placement, it may be deemed necessary to forward resumes to 3<sup>rd</sup> parties, and so in this instance, certain procedures may take place to protect your privacy, such as the removal of personal address and contact numbers or any piece of information that unnecessarily breaches the Privacy Act 1988.

### **DATA SECURITY**

**LABOUR OPTIONS✓** will take all reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access or disclosure.

### **ACCESS**

**Individuals can have access to their personal information except:**

- Where viewing this information breaches another individuals privacy;
- The request for access is frivolous or vexatious; or
- Where providing access would reveal information generated within **LABOUR OPTIONS✓** in connection with a commercially sensitive material.