 UP Building and Construction Pty Ltd

 “Building dreams from the ground UP”

 ABN 123 456 789

**Privacy Policy and Procedures**

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1. Policy and Procedure Statement

**Policy Statement**

UP Building and Construction Pty Ltd are very much committed to ensuring the privacy of all their stakeholders. This document outlines the rules, regulations and procedures followed to achieve this.

2. Scope

This document sets out the privacy procedures to be followed in all record management.

3. Policy Compliance

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| **POLICY DETAILS** |
| **Policy Name** | Privacy Policy and Procedure |
| **Effective Date** | 1 March 2015 | **Policy #** | 00110 |
| **Date of last revision** | 1 March 2021 | **Version #** | 3 |

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| **VERSION HISTORY** |
| **Version** | **Author****and position title** | **Revision Date** | **Description of change** | **Approved by name****and position title** |
| 1 | Orshy FredricksenLegal Consultant | 1 March 2015 | New policy and procedure | Charlie FredricksenCEO |
| 2 | Orshy FredricksenHead of Legal | 1 March 2018 | Review and expand to clarify scope (articulate worker types) | Charlie FredricksenCEO |
| 3 | Tara MurrayHead of People (Human Resources) | 1 March 2021 | Review, update procedure component in line with site expansion | Orshy FredricksenHead of Legal |

4. Context

Occasionally, the company is required to collect, hold, use and/or disclose personal information relating to individuals, including, but not limited to any of the following:

* its customers,
* contractors,
* suppliers
* employees in the performance of its business activities.

This document sets out the Company's policy in relation to the protection of personal information, as under the *Privacy Act 1998 (Cth)* the ("Act") and the Australian Privacy Principles ("APP"). The APPs regulate the handling of personal information. Personal information means information forming part of a database.

The Company must collect personal information only by lawful and fair means. The Company will collect personal information directly if it is reasonable or practicable to do so. The Company may collect personal information in a number of ways, including without limitation:

* through application forms
* by email or other written methods
* over a telephone call
* in details, current employment information and professional opinion of candidate.

5. Types of Information Collected

The Company collects personal information that is reasonably necessary for one or more of its functions or activities.

The type of information that the Company collects and holds may depend on your relationship with the Company. For example:

* Employees/ potential employee:
	+ Name
	+ Contact information
	+ Demographics such as age and gender
	+ Resume/work history
	+ Medical history
	+ Taxation details
	+ Payment details
* Customer
	+ Name
	+ Contact information
	+ Demographics such as age and gender
	+ Credit card/payment details
* Supplier
	+ Name
	+ Contact information
	+ Business records including information about goods/ services offered
	+ Billing information
	+ Compliance documentation such as WHS documentation, insurances etc.

**NOTE**: Information that is sensitive in nature is only collected and held with consent of the individual we are collecting from, and no sensitive information is disclosed.

6. Security

UP Building and Construction commit to keeping all information collected in a safe and secure manner. This is achieved as follows:

* All personal information will be saved using a password-based file management system
* No banking/ credit card details will be retained between payments
* All employee records are kept in the separate and secure employee payroll/management system
* No information gathered in the course of business will be shared with third parties.

7. Monitoring

The Head of Operations monitors implementation of this policy and reviews its contents for relevance and accuracy every three years or as needed.

8. Contact

Tara Murray – Head of People (Human Resources)

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<<END OF POLICY DOCUMENT>>