



FIRE & SAFETY INDUSTRIES PTY LTD PRIVACY AND CONFIDENTIALITY POLICY

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Purpose

Fire and Safety Industries Pty Ltd is committed to protecting the personal information collected from all employees, contractors, visitors, and members of the public. Fire and Safety Industries Pty Ltd have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). Fire and Safety Industries Pty Ltd adheres to legal obligations for the management of how personal information is collected, used, disclosed, stored, secured, and disposed. A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au

Scope

This policy applies to all employees, contractors, visitors, and members of the public. The Privacy and Confidentiality Policy applies to all personal, health or sensitive information about individuals and organisations, collected, used, disclosed, stored, secured and disposed by Fire and Safety Industries Pty Ltd.

Definitions

- **FSI** - Fire and Safety Industries Pty Ltd
- **Personal information** – Information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether true or not, and whether or not recorded in a material form.
- **Confidential information** – The names, details and information relating to employees, contractors, visitors, and members of the public.
- **Sensitive information** – Information or an opinion about an individual's race or ethnicity, political opinions and associations, religious beliefs or affiliations, philosophical beliefs, sexual preferences, trade or professional associations, union membership, criminal record, health or genetic information or biometric information.
- **De-identified Information** – The process of removing identifying information e.g name and address of employees, contractors, visitors, and members of the public so that the remaining data can be used for statistical reporting.
- **IntelliHR** – Human Resource Software
- **Workplace Surveillance** – Information obtained through CCTV footage, company emails, phones, or voice recordings.

Types of Personal Information Collected and Stored

Fire and Safety Industries Pty Ltd collects information that is necessary for work purposes and the safety of its employees. Some examples of information that Fire and Safety Industries Pty Ltd may collect and hold are:

- Personal details (Name, address, phone number, email address, date of birth or photograph).
- Address and contact details
- Details about health (for example Pre-Employment Medicals, Coal Board Medicals, Medication Declarations)
- Bank and Tax details
- Emergency contact
- Drivers' licence
- Work rights (citizen/visa)

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by FSI 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.

How FSI Collects Information

Fire and Safety Industries Pty Ltd only collects personal information by lawful and fair means. FSI will usually collect personal information from:

- Telephone calls
- Face-to-face meetings and interviews
- Application forms: such as application forms for government assistance programs and services administered by FSI, application forms to join or participate in programs provided by FSI.
- Electronic communications: for example, e-mails and attachments (including CVs); forms filled out by people, including as part of acquiring a product or service from FSI.
- FSI website: including from the 'Contact' page
- IntelliHR
- Workplace Surveillance

Use and Disclosure

Fire and Safety Industries Pty Ltd will only use collected sensitive and personal information for the purpose for which it was initially collected or for a directly related purpose, as required or permitted by law, or where individuals consent to such use. Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, FSI will collect your Personal Information only from you. However, in some circumstances FSI may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Security of Personal Information

Fire and Safety Industries Pty Ltd takes the security and confidentiality of information very seriously. Fire and Safety Industries Pty Ltd actively ensure that all personal information stored is protected from misuse, interference and loss, and from unauthorised access, modification or disclosure.

When Personal Information is no longer needed for the purpose for which it was obtained, FSI will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be securely stored for a minimum of 7 years.

Access to your Personal Information

You may access the Personal Information FSI holds about you to update and/or correct it, subject to certain exceptions.

In order to protect your Personal Information, we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important that your Personal Information is up to date. FSI will take reasonable steps to make sure that your Personal Information is accurate, complete and up to date. If you find that the information we have is not up to date or is inaccurate, please contact the Human Resource Department as soon as practicable so your records can be updated.

Privacy Policy and Enquiries

If you have any queries about our Privacy Policy please contact the Human Resource Department.