

## Privacy Policy

### Aim

To explain, with the guidelines of the Privacy Act 1988, the way employee information is collected, used, kept secure and disclosed.

### Purpose

To help you to understand that your personal information is held responsibly and you can practice some control over how your information is held.

### Collection

Employee's personal information is only requested if it is necessary for the function or activities of Tismor. Information that is not relevant to the functioning of Tismor is not collected. For example, the only information requested of employees is personal details of name, address, phone numbers, etc, in addition to tax file number, and bank details for paying purposes.

### Use and Disclosure

Employee's personal information is not used or disclosed unless the purpose for disclosure is directly related to the original purpose of disclosure, the employee consents to the disclosure of the information, the disclosure is necessary to prevent a threat to health and safety, the disclosure is for the secondary purpose of direct marketing, the disclosure is required under law.

### Data Quality

Tismor takes reasonable steps to ensure the personal information collected, used or disclosed is accurate, complete and up-to-date.

### Data Security

Tismor ensures it takes reasonable steps to protect your personal information from misuse, loss or from unauthorized access. Additionally, Tismor takes reasonable steps to destroy or de-identify personal information that is no longer needed for any purpose.

### Openness

An employee can request to view or question what information is held, for what purposes and how Tismor collects, holds, uses and discloses that information.

### Access and Correction

An individual can request access to the information held about them. This cannot be the case when the disclosure of the information: poses a threat to the health of any individual, may have an unreasonable impact on the privacy of other individuals, the information relates to legal proceedings between the organization and the individual or when providing access to the information would be unlawful.



Chris Tisdale  
Chief Executive Officer

Written By	Approved By	Policy No.	Issue Date	Date Reviewed	Next Review Due	Pages
Barbara Hirst	Chris Tisdale	TIS-009	October 2007	February 2021	February 2024	1