

PRIVACY POLICY

Aim

We are committed to the protection of personal privacy. Elite Plastic Fabrications Pty/Ltd is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1998.

- Collection.
- Use and Disclosure.
- Information Quality & Security.
- Openness.
- Access & Correction.
- Identifiers.
- Anonymity.
- Transborder Data Flows.
- Sensitive Information.

Scope

This policy applies to employers, employees, volunteers, contractors and people visiting Elite Plastic Fabrications Pty/Ltd.

Policy

Elite Plastic Fabrications Pty/Ltd will only collect information that is relevant and necessary and will collect the information in an unobtrusive manner. The information will not be used for any purpose other than that for which it was collected.

From time to time we may need to disclose your information to service providers, agents, contractors and strategic partners to help us provide and market our services. If we do this we require these parties to protect your information the same way we do. Other people we may disclose your personal information to include:

- Government departments.
- Medical practitioners.
- People providing services to Elite Plastic Fabrications Pty/Ltd including Counsellors.
- Anyone you authorise Elite Plastic Fabrications Pty/Ltd to disclose information to.
- Anyone to whom we are required to disclose the information to by law.

Whilst dealing with us you are not required to provide us with any personal information however you need to be aware we may not be able to notify you without this information if the need arises.

Elite Plastic Fabrications Pty/Ltd use a variety of physical and electronic security measures including restricting physical access to our offices, firewalls and secure databases to keep personal information secure from misuse, loss or unauthorised use or disclosure.

Please be aware the Internet is not a secure environment and if you send us information, including your email address, via the internet, it is sent at your own risk.

You have a right to access personal information we maintain about you. Please contact us to ask for access to your information or if you have a complaint concerning the privacy of your information.

Appendix 1: Employment Collection Notice

Appendix 2: Contractor/Volunteer Collection Notice.

Reference Document:

- Privacy Act 1988.

Appendix 1: Employment Collection Notice

In applying for a position you will be providing Elite Plastic fabrications Pty/Ltd with personal information. We can be contacted at 66 Satellite Crescent Mackay Harbour Qld 4740, via email at admin@epf.net.au or by phoning 07 4955 6120.

If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available. We will not disclose this information to a third party without your consent.

Elite Plastic Fabrications Pty/Ltd may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to Elite Plastic fabrications Pty/Ltd and why, that they can access that information if they wish to and that we do not usually disclose the information to third parties.

Appendix 2: Contractor/Volunteer Collection Notice

In applying for a position you will be providing Elite Plastic fabrications Pty/Ltd with personal information. We can be contacted at 66 Satellite Crescent Mackay Harbour Qld 4740, via email at admin@epf.net.au or by phoning 07 4955 6120.

If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application. You agree that we may store this information for five (5) years. We will not disclose this information to a third party without your consent.

Elite Plastic Fabrications Pty/Ltd may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to Elite Plastic fabrications Pty/Ltd and why, that they can access that information if they wish to and that we do not usually disclose the information to third parties.