

## General

SAFcomm Pty Ltd is committed to protecting your personal information.

SAFcomm Pty Ltd is bound by the *Privacy Act 1988 (Cth)* ('**Privacy Act**'), including the National Privacy Principles ('**NPP**'s'). Although, acts done or practices engaged in by SAFcomm Pty Ltd, which are directly related to:

- a current or former employment relationship between SAFcomm Pty Ltd and you; and
- an employee record held by SAFcomm Pty Ltd as your employer and relating to you,

are exempt from the Privacy Act, including the NPP's.

This policy sets out how SAFcomm Pty Ltd manages your personal information

SSCS encourages you to check SAFcomm Pty Ltd's web site regularly for any updates to SAFcomm Pty Ltd's privacy policy.

## Collection

SAFcomm Pty Ltd may collect and hold personal information about you, including your name, date of birth, gender, address, phone number, facsimile number, email address, licence details, certification details, insurance details, safety record, next of kin details, bank account details, academic history, employment record, relevant experience, nationality, travel details, photograph, physical attributes, medical history, health cover details, and/or other information relevant to providing you with the services you are, or your potential employer is, seeking.

The personal information that SAFcomm Pty Ltd collects and holds about you, depends on your interaction with SAFcomm Pty Ltd. Generally, SAFcomm Pty Ltd will collect and hold your personal information for the purpose of:

- verifying, collecting and managing your compliance requirements;
- reporting on the verification and satisfaction of the compliance requirements to you, your employer or potential employer and other service providers engaged by your employer or potential employer;
- providing other services to you;
- providing you with information about other services that SAFcomm Pty Ltd offers that may be of interest to you;
- facilitating SAFcomm Pty Ltd's internal business operations, including the fulfilment of any legal requirements;
- analysing SAFcomm Pty Ltd's services and client needs with a view to developing new and/or improved services; and

Personal information will generally be collected by SAFcomm Pty Ltd directly from you, through the use of any of our standard forms through telephone conversations with you, or electronically. There may, however, be some instances where personal information about you will be collected indirectly, either, due to the requirements of the process of verification that we undertake or because it is unreasonable or impractical to collect personal information directly from you. We will usually notify you about these instances in advance, or where that is not possible, as soon as reasonably practicable after the information has been collected.

If you access SAFcomm Pty Ltd's web site, SAFcomm Pty Ltd may collect additional personal information about you in the form of your IP address (that is, the single numerical address for your computer on the internet, which consists of four consecutive numbers ranging between 0 and 255) and/or domain name (that is, the textual address for your location on the internet which corresponds to your IP address, which the internet computers can read).

Also, SAFcomm Pty Ltd's web site uses cookies. A cookie is a message given by a web server (that is, a computer that delivers or serves up pages on the world wide web such as [www.consys.com.au](http://www.consys.com.au) to a web browser (that is, software, such as Microsoft Internet Explorer, used to locate and display pages on the world wide web). The web browser stores the message in a text file. The message is then sent back to the web server each time the web browser requests a page from the web server.

The main purpose of cookies is to identify users and to prepare customised web pages for them. When you enter a web site using cookies, you may be asked to fill out a form providing such information as your name and interests. This information is packaged into a cookie and sent to your web browser, which stores it for later use. The next time you go to the same web site, your web browser will send the cookie to the web server. The web server can then use this information to present you with customised web pages. So, for example, instead of seeing just a generic welcome page, you might see a welcome page with your name on it.

Cookies do not identify you personally, but they may link back to a database record about you. If you register on SAFcomm Pty Ltd's web site, SAFcomm Pty Ltd will then link your cookie back to your personal information details.]

SAFcomm Pty Ltd uses cookies to monitor usage of SAFcomm Pty Ltd's web site and to create a personal record of when you visit SAFcomm Pty Ltd's web site and what pages you view so that SAFcomm Pty Ltd may serve you more effectively.

If the personal information you provide to SAFcomm Pty Ltd is incomplete and/or inaccurate, SAFcomm Pty Ltd may be unable to provide you, or someone else you know, with the services you, or they, are seeking.

## Use and disclosure

Generally, SAFcomm Pty Ltd only uses and/or discloses personal information about you for the purposes for which it was collected (as set out above). Although, SAFcomm Pty Ltd may disclose personal information about you to:

- your potential employers, who may have an interest in the outcome of the verification process;
- third parties, who assist in the provision of information relevant to the verification process;
- to third parties, engaged by your employer or potential employer for the purposes of obtaining advice;
- service providers, who assist SAFcomm Pty Ltd in operating its business;
- a purchaser of the assets and operations of SAFcomm Pty Ltd business, providing those assets and operations are purchased as a going concern;
- its related entities;

- in the case of an emergency involving you, your nominated next of kin;
- your agent for the purpose of verifying any information that you may have provided; and

## Security

SAFcomm Pty Ltd stores your personal information in different ways, including in paper and in electronic form. The security of your personal information is important to SAFcomm Pty Ltd. SAFcomm Pty Ltd takes all reasonable measures to ensure that your personal information is stored safely to protect it from misuse, loss, unauthorised access, modification or disclosure, including electronic and physical security measures.

## Access

You may access personal information SAFcomm Pty Ltd holds about you, upon making a written request. SAFcomm Pty Ltd will endeavour to acknowledge your request within 14 days of its receipt and to provide you with access to the information requested within 30 days. SAFcomm Pty Ltd may charge you a reasonable fee for processing your request.

SAFcomm Pty Ltd may decline a request for access to personal information in circumstances prescribed by the *Privacy Act 1988* (C'th).

If, upon receiving access to your personal information or at any other time, you believe the personal information SAFcomm Pty Ltd holds about you is inaccurate, incomplete or out of date, please notify SAFcomm Pty Ltd immediately. SAFcomm Pty Ltd will take reasonable steps to correct the information so that it is accurate, complete and up to date. If SAFcomm Pty Ltd disagrees with you about whether your personal information is inaccurate, incomplete or out of date, and you ask SAFcomm Pty Ltd to associate with your personal information a statement claiming that your personal information is inaccurate, incomplete or out of date, SAFcomm Pty Ltd will take reasonable steps to do so.

## Links to other web sites

SAFcomm Pty Ltd's web site may contain links to other web sites. SAFcomm Pty Ltd is not responsible for the privacy practices of linked web sites and any linked web sites are not subject to SAFcomm Pty Ltd's privacy policies and procedures.

## Updates

This privacy policy may be updated by SAFcomm Pty Ltd from time to time.

## Feedback

If you have any queries or concerns about SAFcomm Pty Ltd's privacy policy or the way in which SAFcomm Pty Ltd handles your personal information, please contact SAFcomm Pty Ltd's privacy officer at:

Street address: Unit 5, 29 Links Ave Nth, Eagle Farm, Queensland 4009

Email address: info@safcomm.com.au

Telephone: (07) 3868 3766

Facsimile: (07) 3268 5780

# PRIVACY POLICY STATEMENT



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Date: 12.07.07

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## More information

For more information about privacy in general, you can visit the Federal Privacy Commissioner's web site at [www.privacy.gov.au](http://www.privacy.gov.au).

Mischelle Tickner  
Operations Director

Peter Lewis  
Project Director

Hugh Tickner  
Director

## SAFcomm Pty Ltd

Date: 1/11/07

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Access current documents from SiteMap.