

## 1.0 PURPOSE & SCOPE

All Purpose Transport is required to have a Privacy Policy under the Australian Privacy Principles and recognises that the confidentiality of personal information is vitally important to individuals. The Australian Privacy Principles (APPs) are set out in a Schedule 1 of the [Privacy Act 1988](#).

## 2.0 PURPOSE

The purpose of this Policy is to make all stakeholders aware of our obligations whilst collecting and managing personal information that is held about staff, subcontractors, clients, customers of clients, candidates, contractors and others parties; and to inform you about the personal information handling practices of All Purpose Transport. We take reasonable steps to keep your information confidential, secure and protected from misuse and loss, from unauthorised access, modification or disclosure in accordance with our internal procedures covering the storage, access and disclosure of information.

## 3.0 PERSONAL INFORMATION

Personal information means information or opinion about an individual whose identity is apparent, or can reasonably be ascertained, from that information or opinion. Some examples of Personal Information are your name, sex, date of birth, address, financial details, marital status, education and employment history.

Some Personal Information is called Sensitive Information and is given extra protection under the law. This includes information about an individual's racial or ethnic origin, religious beliefs, political views, sexual preferences, membership of unions and criminal record. In this policy, the term Personal Information will refer collectively to Personal Information and Sensitive Information, unless otherwise specified.

We will refuse access to personal information if it interferes with the privacy rights of other persons, or if it breaches any confidentiality that attaches to the information. If the actions outlined above relating to the collection, use and disclosure of personal information are not acceptable to candidates and employees, we may be limited in our ability to locate suitable work for them, or to place them in work.

## 4.0 SENSITIVE INFORMATION DISCLOSURE

All Purpose Transport will not collect sensitive information about an individual unless:

- The individual has consented to the collection of that information and the information is reasonably necessary for the company to carry out one or more of its functions or activities; or
- The collection of the information is required or authorised by or under an Australian law or a court/tribunal order; or
- There are some special situations under the Law that allow the use or disclosure of sensitive information without consent. In each case, if it does this, All Purpose Transport will comply with the relevant Australian Privacy Principle or Rules made by the Privacy Commissioner about this use of disclosure. Some of these special situations are:
  - (a) Where All Purpose Transport reasonably believes the use or disclosure is necessary to lessen or prevent a serious threat to the life, health or safety of an individual or to public health or safety;
  - (b) All Purpose Transport has reason to suspect an individual may have done something unlawful or engaged in serious misconduct that relates to our functions or activities, and needs to disclose the information so that it can take appropriate action; or
  - (c) All Purpose Transport reasonably believes that the use or disclosure is reasonably necessary to assist another person to locate a person reported as missing.

The complete list of these special situations is contained in the Law.

## 5.0 DISCLOSURE FROM THIRD PARTIES

We collect the personal information of staff for:

- Employment and work related purposes in relation to an applicable Enterprise Agreement or other industrial instrument made under the Fair Work Act 2009;
- The purposes of the Workers' Compensation and Rehabilitation Act 2003;
- The purposes of the Workplace Health and Safety Act 2011;
- The purposes the Disability Discrimination Act 1992 and any other relevant discrimination legislation where applicable to employment related purposes;
- Determination of visa and work rights; and
- As part of conducting suitability interviews for employment purposes.

In addition to the common uses explained earlier in this policy, we collect the following information in an employment context:

- Information such as name, date and place of birth, relationships, address history, education, employment history, citizenship, visa and work rights, financial circumstances, identification documentation, resumes and criminal intelligence information;
- Personal information such as equal employment opportunity data, salary information, attendance records, work history and performance appraisals for maintaining staff records; and
- Contact details, including emergency contact and medical information.

## 6.0 BREACHES OF THIS POLICY

Breaches of this policy will be viewed as misconduct, and performance management (up to, and including, termination) will occur for serious breaches. For further information regarding this Privacy Policy, please contact our Privacy Officer on telephone 07 3719 2100.

## 7.0 DOCUMENT AUTHORISATION



Authorised by: Paul Kahlert (*General Manager – All Purpose Transport*)  
Date: 31/01/17