

Privacy Policy



Authorised by:	Date Authorised:
Effective Date:	
Last Amendment date	
Review Due Date	
Related documents:	
Implementation and Review:	
Superseded Documents:	

Any person requiring assistance in understanding this document should contact Human Resources on 8403 8328.

1. Overview

Sarah Group Holdings Pty Ltd cares about privacy. Protecting people's privacy is important. Private information may be collected via several different methods, including; the Company's website, email, ordinary mail and telephone.

The Company recognises its responsibility to collect, manage, use and disclose personal information in accordance with the Federal Privacy Act 1988.

2. Scope

This Policy applies to all individuals whose information is collected and or stored by Sarah Group Holdings Pty Ltd, including all employees.

3. Definitions

Personal Information is used to describe any information or opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion, and may include name, address, date of birth and employee number. This includes personal information pertaining to current and past employees and those having a professional relationship with the company.

Sensitive Information is used to describe personal information relating to racial or ethnic origin, religious and philosophical beliefs, sexual activities, political affiliations, disabilities and medical conditions.

4. Policy Principles

Manner and purpose of personal information collection

Personal information will only be collected if it is required for a lawful purpose directly related to a function or an activity of the Company, or if the collection of the information is required by law.

The Company will take all reasonable steps to ensure that personal information collected and held is accurate, authentic and reliable.

The Company will take reasonable steps to inform individuals of how it will use the information it has collected.

The Company will take reasonable steps to inform individuals of the implications of providing and of not providing the information.

The Company will only collect sensitive information as required by law or with the individual's consent.

Solicitation of personal information

The Company will solicit personal information directly from the individual concerned except where the individual authorises otherwise, or in cases where the individual would be disadvantaged if the information were not gained from another source.

The Company may solicit personal information from a source other than the individual concerned if the individual is reasonably suspected of being or having been engaged in unlawful activity.

Storage and security of personal information

The Company will take reasonable steps to ensure that personal information is protected by all reasonable safeguards against loss, unauthorised access, use, modification, disclosure or any other misuse.

The Company will ensure that personal information is kept for no longer than is necessary for the purposes for which it may lawfully be used. Records will be disposed of securely and in accordance with any requirements for the retention and disposal of personal information.

Access to records

The Company will allow an individual to access the personal information it holds about them in a timely manner and to correct inaccurate information as appropriate.

Use and disclosure of personal information

Personal information collected and held by the Company will only be accessed and used by people employed or engaged by the Company as required in the fulfilment of their duties and in a manner consistent with the original purpose stated at the time of collection. Information may be disclosed in the following instances:

With the individual's written consent, or

To reduce or avoid a threat to an individual's life, health or safety or a serious threat to public health and safety, or

If the individual is reasonably suspected of being engaged in current or past unlawful activity, and the personal information is disclosed as a necessary part of the investigation or reporting the matter, or

As required by law to certain government departments and statutory bodies including Centerlink, the Department of Immigration and Multicultural Affairs, the Australian Taxation Office, Medical Board of South Australia and their successor bodies.

Third parties to whom the Company releases personal information are required to abide by the principles contained in the company's Privacy Policy.

5 Responsibilities

Role	Accountability
Human Resources	<ul style="list-style-type: none">Responsible for ensuring all new employees receive a copy of this Policy.
Supervisor / Manager	<ul style="list-style-type: none">Responsible for ensuring all employees have access to this Policy.
Employee	<ul style="list-style-type: none">Responsible for adhering to the provisions of this Policy.