

# Privacy Policy

## Policy Ref

PN01

## Purpose

The purpose of this policy is to explain AMOSC's privacy principles.

## Scope

The following guidelines are to be adhered to by all AMOSC employees.

## Policy

This privacy policy implemented by AMOSC extends to and covers all operations and functions of the company. All directors, management, employees, contractors, sub-contractors, vendors, service providers, customers, agents or any other third parties that have access to and/or utilize personal information collected and/or held by AMOSC must abide by this privacy policy.

The objective of this privacy policy is to ensure that a sound privacy foundation and framework is established and maintained by AMOSC and the company complies with the relevant Privacy legislation – "Privacy Amendment (Private Sector) Act 2000 Commonwealth."

## Ownership

All personal information collected, held or shared by AMOSC must be done so in accordance with this privacy policy. AMOSC retains the right to take reasonable steps to ensure that this privacy policy is properly adhered to.

For every operation or function of AMOSC where personal information is collected, the person collecting the information is responsible for ensuring compliance with this privacy policy.

It is the responsibility of all employees and other relevant parties to ensure that they understand and adhere to this privacy policy and that they maintain up-to-date knowledge of changes or any new privacy policies and procedures.

Ignorance of the existence of any privacy policies and procedures will not be an acceptable excuse for non-compliance.

## Contractual Arrangements

AMOSC must ensure that all contractual arrangements with third parties adequately address privacy issues.

## Privacy Statements

AMOSC will ensure that a copy of this privacy policy is available to all applicable persons.

## Collection

Collection of personal information by AMOSC will be reasonable, lawful and not intrusive. A person must be told our organisation's name, the purpose of the collection of information, the information pertaining to people accessing their personal information and what happens if the person does not give the information.

## Use and Disclosure

AMOSC will only use or disclose information for the purpose for which it was collected unless the person has consented, or the secondary purpose is related to the primary purpose and a person would reasonably expect such use or disclosure, or the use is for promotional material such as training videos in specified circumstances, or in circumstances related to public interest such as law enforcement and public or individual health and safety.

## Data Security

AMOSC will take all reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

## Complaints Procedure

Any complaints or requests for information regarding privacy must be handled in accordance with the following procedure:

Contact the General Manager – The General Manager will handle any complaints and explain the procedure involved.

Confidentiality - Any complaint will be dealt with in the strictest of confidence.

Outside Assistance - Whilst we will make every effort to resolve any complaint within the company, any person who feels their privacy has been breached has the right to take the complaint to the Privacy Commission.

## This document is controlled

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