



Privacy Policy

Purpose

This policy sets out how Lake Maintenance manages personal information and other information. Lake Maintenance will handle personal information in accordance with its Privacy Act 1988, last amended 2014.

In accordance with the relevant State Workplace Surveillance Act 2005:

- All new workers and contractors will be provided with a copy of this policy during induction.
- All Company vehicles were labelled with an identifying notification of surveillance sticker on during April 2013.

All workers are responsible for knowing and understanding this policy.

Personal information

The types of personal information we collect or hold may include worker and tenant information which may include information such as name, contact information and any other relevant information. Personal information may also be collected through the company's website. Personal individual information that is held by the Principal Contractor is confidential and will only be used for purposes for which the information is relevant.

As the Principle Contractor we require personal information from subcontractors and clients (Department of Housing) in order to manage our core business. All staff and subcontractors should be aware that personal information about subcontractors and information provided by Housing is confidential and due care must be exercised when handling such information.

Personal information may also be used with the consent of the person concerned, to prevent a serious threat to a person's health or life, as required or authorised by law and where reasonably necessary for the enforcement of relevant legislation.

Lake Maintenance does not share, trade or sell personal information for direct marketing purposes.

Where the personal information is stored

Lake Maintenance takes privacy seriously and has systems in place to ensure the security and accuracy of any personal information we collect or use. Security of personal information is maintained through:

Physical security - such as locked filing cabinets and locked storage areas which are secured by senior management

Computer and network security - security settings and permissions are applied to personal information which is stored on hard drives, disks or tapes.

No information will be disclosed to overseas recipients.

Updating Information

The company may also receive requests to update, correct or delete personal information. We will verify the person's identity before granting access or making corrections. The Worker Self Service



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facility is available for workers to update their personal information. The software has stringent password and security controls in order to ensure the integrity of the data.

Grievance

If you suspect there has been a breach or if you wish to lodge a complaint then please contact the Human Resources Manager.

Breach of Policy

Any breach of this policy may result in disciplinary action, up to and including summary dismissal or for a subcontractor cessation of contract.

Variations

Lake Maintenance reserves the right to vary, replace or terminate this Policy from time to time.