

Privacy Policy

CPS-POL-005

Document Control

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1.0	10/11/2022	Original issue.	Warren Sexton	Ops. Gen.Manager Com&Fin. Gen.Manager	

This policy outlines the ongoing obligations of Conveyor Products and Solutions (CPS) in respect of how Personal Information is managed. CPS have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of Personal Information. A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au.

WHAT IS PERSONAL INFORMATION AND WHY DO WE COLLECT IT?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information CPS collects include names, addresses, email addresses, phone, emergency contact(s), and other similar details.

This Personal Information is obtained in many ways including job applications, interviews, correspondence, by telephone, by email, and from third parties. CPS collects Personal Information for the primary purpose of providing our products and services to customers, and meeting our obligations as an employer. Personal Information may also be used for secondary purposes closely related to the primary purpose in circumstances that such use or disclosure could be reasonably expected. Customers may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When collecting Personal Information CPS will, where appropriate and where possible, explain why the information is being collected and how it is planned to be used.

SENSITIVE INFORMATION

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With the individual's consent; or where required or authorised by law.

THIRD PARTIES

Where reasonable and practicable to do so, CPS will collect Personal Information directly from an individual. However, in some circumstances Personal Information may be provided by third parties. In such a case CPS will take reasonable steps to ensure the individual is made aware of the information provided by the third party.

DISCLOSURE OF PERSONAL INFORMATION

Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where the individual has consented to the use or disclosure; and
- Where required or authorised by law.

SECURITY OF PERSONAL INFORMATION

Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure. When Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

ACCESS TO YOUR PERSONAL INFORMATION

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing. In order to protect Personal Information, CPS may require identification before releasing the requested information.

MAINTAINING THE QUALITY OF YOUR PERSONAL INFORMATION

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up to date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

PRIVACY POLICY COMPLAINTS AND ENQUIRIES

Any queries or complaints about our Privacy Policy should be addressed to either CPS HR Resource or General Manager – Operations or General Manager – Commercial & Finance.