



EMPLOYEE PRIVACY POLICY

AIM

Work Structures Pty Ltd is committed to the protection of personal privacy. Our commitment to privacy will be demonstrated by our adhering to the 10 National Privacy Principles as outlined in the 1988 Privacy Act.

POLICY

Work Structures Pty Ltd will only collect information that is relevant and necessary. The information will be collected in an unobtrusive manner directly from employees.

Employees

The information held for each employee will be as follows: name, date of birth, address, career details, references, tax file number, bank account details, any medical conditions or allergies, any other details relevant to the position.

Employees will at all times be allowed access to their employee file, which holds the personal information Work Structures Pty Ltd holds. We will endeavour to always hold accurate, up to date and complete information. Should employees find any errors, or need to update their personal details they will be able to have the information corrected.

Employee files are to be kept locked to ensure confidentiality.

Should employees have any complaints about the privacy of their personal information discussions will be held with the General Manager.

Sub- Contractors

The information held for each sub-contractor will be as follows: name, address, tax file number, bank account details, ABN number, contact number, emergency contact names and numbers.

Sub-contractor will at all times be allowed access to their file, which holds the personal information. We will endeavour to always hold accurate, up to date and complete information. Should employees find any errors, or need to update their personal details they will be able to have the information corrected.

Sub-contractor files are to be kept locked to ensure confidentiality.

Should sub-contractors have any complaints about the privacy of their personal information discussions will be held with the Manager