



# MineworksGroup

## PRIVACY POLICY

### YOUR PRIVACY IS IMPORTANT TO MINEWORKS GROUP

It is the policy of Mineworks Group to respect the confidentiality of information and the privacy of individuals. Mineworks Group is bound by the National Privacy Principles contained in the Privacy Act 1988 in Australia. Information of a private nature that is provided to us will remain private, and will be used only for the purpose for which it has been provided.

### PURPOSES FOR WHICH WE HOLD PERSONAL INFORMATION

- ❖ Recruitment, placement, training – to assist in our efforts to find you suitable work opportunities, to allow us to employ you, and to identify any training requirements.
- ❖ Staff employment management – To allow us to do standard employment activities such as pay wages and income, tax, superannuation etc. and provide necessary information to you.
- ❖ Staff Performance Management – Information is also kept for the purpose of managing work performance.
- ❖ Information obtained to assist in managing client and business relationships.

### SENSITIVE INFORMATION

Sensitive information is a special category of personal information under the Australian Privacy Act 1988. It is information or opinion about you such as a criminal record; health or disability issue, etc. This type of sensitive information can in most cases only be disclosed with your consent.

### HOW DO WE KEEP PERSONAL INFORMATION ACCURATE AND UP TO DATE?

Mineworks Group endeavours to ensure that the personal information it holds is accurate and up to date. We generally update your customer information based on telephone conversations or written advice. Please advise your supervisor or Human Resources consultant when your personal details change.

### ACCESS

Subject to some exceptions you can request access to the personal information that we hold about you. We do refuse access if it would interfere with the privacy rights of other persons or if it breaches any confidentiality that attaches to that information.

### POLICY DEVELOPMENT, DISSEMINATION AND REVIEW

This policy has been developed in consultation with nominated staff representatives and will be reviewed annually and amended as deemed necessary. It is provided to all staff upon induction and other parties on request. It will be prominently displayed in the workplace.

Authority: John Gallop, Managing Director

Signed:

Managed by: Staff Training and Development  
Review by: Group HR Manager

Review date: before 30 Dec 2011