



JM Switchboards

PRIVACY POLICY

Our Organisation is subject to the provisions of relevant privacy legislation. This legislation aims to protect personal information and safeguards the collection and use of tax file numbers. It therefore gives individuals rights in relation to how their personal information is handled by:

- Credit providers and credit reporting agencies;
- All who hold and use tax file numbers; and
- Any organisation which requests previous conviction/s information.

Our Organisation's policy on the collection, use and control of personal information is as follows:

- Personal information collected or generated by our organisation will be directly related to the functions and activities of our Organisation and will be collected in a lawful and fair manner;
- Our Organisation will use reasonable endeavours to ensure that individuals from whom it collects personal information understand what is being collected, how it is to be used and by whom;
- Our Organisation will use reasonable endeavours to ensure that personal information it holds is not unnecessarily intrusive upon an individual's personal affairs;
- Our Organisation will take every reasonable step to ensure the security of personal information;
- Subject to its obligations under relevant Freedom of Information legislation and any other law relating to privacy our Organisation will permit individuals to have access to personal information it holds about them;
- Our Organisation will use reasonable endeavours to ensure that the personal information it stores and uses is kept up to date in terms of relevance, accuracy and completeness;
- Our Organisation will use personal information only for purposes which are relevant; and
- Our Organisation will not release outside the Organisation the personal information it holds unless provided for by law or with the consent of the individual to whom the information relates.

In the application of the policy, our Organisation acknowledges the obligations it has toward the personal information it holds on individuals. It also recognises that our staff require access to personal information consistent with their responsibilities to other staff and that this requirement brings with it an obligation for staff to understand and acknowledge the nature and limits of their access to and use of personal information.

Just as our Organisation and our staff have obligations toward personal information so too do individuals who are required to provide that information. If our Organisation is to ensure the quality and accuracy of the personal information, it collects then this places an obligation upon an individual to provide relevant and accurate information to our organisation.