

Privacy Policy

Overview

The purpose of the Privacy Policy (**Policy**) is to acknowledge that Emacen respects and upholds an individual's rights under the Privacy Act 1988 (Cth) (Privacy Act), including the Australian Privacy Principles (APPs), and any relevant privacy code registered under the Privacy Act.

The purpose of this policy is to generally inform people of:

- how and when we collect business, personal and electronic information and data;
- how we use and disclose data;
- how we keep, secure and ensure accuracy of data;
- how an individual or business can access and correct their information and personal data; and
- how we will facilitate or resolve a privacy complaint.

Responsibilities

Emacen shall:

- Ensure effective implementation of this Policy.
- Consult with workers regarding this Policy and related procedures.
- Comply with applicable legislation, codes of practice and industry guidelines.
- Maintain clear delegation of responsibilities and accountabilities.
- Ensure the information collected about workers and subcontractors includes that information requested for employment or contract award including name and address, date of birth, phone/email contacts, employment history, nationality and citizenship status, qualifications/industry memberships, health and welfare information related to your intended job role and next of kin is not disclosed as required by law. Additional information may be collected for regulatory purposes such as taxation, superannuation etc.

Emacen workers and subcontractors shall:

- Abide by policies, procedures, instruction and lawful directions that relate to your employment or contract works with Emacen.
- Not release or disclose any information or documentation regarding Emacen's business or operations without written consent from Emacen management.
- Acknowledge and understand any worker or contractor in breach of this Policy may be subject to disciplinary action, including termination and contract termination.

Collection Information and Data

What personnel information we collect, and hold may include:

- name;
- mailing or street address;
- email address;
- telephone number;
- age or birth date;
- tax and superannuation details;
- profession, occupation or job title;
- financial information, and
- any other information we consider necessary.

Privacy Policy

The information we collect and hold via this website and social media platforms may include:

- content of any electronic forms you submit via this website requesting us to provide services or information or take actions;
- information submitted if you participate in an online survey;
- any messages or comments you submit to us via this website or to email addresses displayed on this website, which may include personal information such as your name, email address, telephone number, IP address and domain names; (e.g. yahoo.com, hotmail.com, etc)
- dates and the times of you visit associated Emacsen sites;
- all Clickstream data and cookies;
- geographic location (city);
- pages you accessed and files downloaded, and
- your operating system and type of browser you are using.

Holding and Releasing Information

- Information is held either as hard copy or electronically. In both instances, information is contained through secure restricted access and is made available to third parties only for the purposes related to employment, contract or government regulatory matters only.
- Information is made available on request to the individual (or next of kin in the case of a deceased person) whose information is held on file.
- Information is retained for the life of employment or contract and thereafter for a period as required by law.
- Where we collect personal information from you via our website we may use or disclose personal information that we collect about you for purposes including the following:
 - for the purpose that we have collected the information
 - purposes related to our research, planning, product and service development, security and testing
 - purposes connected with the operation, administration, development or enhancement of this website
 - where we suspect that fraud or unlawful activity has been, is being or may be engaged in
 - any other purposes required or authorised by law.

Complaints

Should an individual have a complaint related to this policy or the handling of personal information, the complainant must:

- Emacsen's management shall initiate an investigation into the complaint seeking professional advice as necessary to determine the legitimacy and /or extent of the complaint and subsequent breach.
- Where a breach is found to have occurred, Emacsen management will refer the matter to a professional advisor for resolution. The complainant will be afforded a copy of the investigation and outcome. Resolution shall be sought between parties accordingly.



Rod McDonald
Executive Director



Mark Spry
Executive Director