

TERRAMIN AUSTRALIA

PRIVACY POLICY

PURPOSE AND SCOPE

Terramin is covered by the 10 National Privacy Principles (NPP), as set out in the Privacy Act 1988. For the purpose of this Policy, “information” is defined to include:

- “Personal information” being information or an opinion, whether true or not and whether recorded in a material form or not, about an individual. Such information may personally identify an individual or make that person reasonably identifiable.
- “Sensitive information” being information or an opinion about an individual’s racial or ethnic origin, political opinions, membership of a political association, religious beliefs, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual practices, criminal record, health information or genetic information that is not otherwise health information.

COLLECTION AND USE OF INFORMATION

- Terramin takes its obligations under the Act seriously, and as such, will take all reasonable steps in order to comply with the Act and protect the privacy of individuals in respect of whom it holds information.
- Terramin may collect information from individuals to enable it to provide among other things, administrative support to its employees. The reasons for the collection of information include, but are not limited to, payroll, taxation, legal requirements, rapid response care and employee review.
- Terramin may collect and hold information, such as, but not limited to, names of employees and proprietors of organisations, health and other medical information, addresses, telephone numbers, facsimile numbers, e-mail addresses, titles and professional affiliations.
- Except to the extent it is exempt from compliance with the Act in relation to employee records, Terramin will not disclose this information to any other organisation, except with the consent of the individual.
- In the event that Terramin collects information, which is sensitive information, it will not be used for any purpose other than that for which it was collected, without the express permission of the individual. The collection, use and disclosure of information will be in accordance with the Terramin Collection Statement.

STORAGE, ACCESS & RETENTION OF INFORMATION

- All information collected by Terramin will be retained as part of a database, which will be securely monitored and maintained by Terramin. The data will not be made available to a third party, unless such disclosure is legally required, without the authority of the individual who provided the information.



Terramin will make available for inspection all information, based on the information supplied by the individual, that it holds in relation to that individual, provided reasonable notice is given.

- In the event that any part of the information that the individual inspects is considered to be incorrect and requires alteration, then Terramin will make such alteration in compliance with the corrected information provided by the individual.
- Terramin will take all reasonable steps to protect the security of the information that it holds. This includes appropriate measures to protect electronic materials and materials stored and generated in hard copy.
- Where information held by Terramin is no longer required to be held, and law does not require such retention, then Terramin will destroy such information using secure means.

COMPLIANCE

- If an individual has any concerns regarding the collection, use and storage of information by Terramin, then the individual may make a complaint to the Chief Executive Officer who will then endeavour to resolve the complaint.

SOURCES OF INFORMATION

- Where possible, Terramin will collect information directly from individuals. In some instances, Terramin may collect information from press reports or other published mediums, in which case, it will endeavour to verify such details with the individual concerned.
- Terramin acknowledges that no individual is under any obligation to provide it with information. However, if an individual chooses not to provide Terramin with such information when requested, Terramin may not be able to provide the individual with a full range of services and support as otherwise contemplated.

Should any person require further information in relation to privacy, please visit the Office of the Australian Information Commissioner at www.oaic.gov.au


Martin Janes
Chief Executive Officer
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