



Policy Name: Privacy Policy	
Policy No: GP906P	Version: 1.1
Drafted By: Kathy Bell	Approval Date: March 2021
Responsible Person: Kathy Bell	Scheduled Review Date: March 2023

Galaxy Personnel Privacy Policy

Galaxy Personnel is committed to adhere to the National Privacy Principles established by the Privacy Act 1988. We only seek to collect personal information that is necessary for the proper performance of our tasks and functions. So far as is practicable, we may decline to collect unsolicited personal information from or about you and may take such measures as we think appropriate to purge it from our systems.

Objectives

The objectives of this policy are to ensure that:

- Information is collected and retained for the primary purpose of:
 - Placement operations
 - Recruitment
 - Staff management
 - Training
 - Client and business relationship management
 - Marketing
- Our processes comply with the National Privacy Principles

Responsibilities

All staff members are responsible for complying with relevant legislation and codes of conduct and for maintaining the privacy of information collected from Clients and Candidates

Type of Personal Information Held

Personal information that we collect and hold usually falls into the following categories:

- Candidate information submitted and obtained from the candidate and other sources in connection with applications for work
- Work performance information
- Information about incidents in the workplace
- Staff information

- Information submitted and obtained in relation to absences from work due to leave, illness or other causes
- Information obtained to assist in managing client and business relationships

Disclosures

We may disclose your personal information for any of the purposes for which it is primarily held or for a related secondary purpose.

In some cases we may only disclose information with your consent.

We may disclose your personal information where we are under a legal duty to do so, including circumstances where we are under a lawful duty of care to disclose information.

Contractors

We contract out a number of services from time to time. Our contractors may see some of your personal information. Typically our contractors would include:

- I.T. contractors and database designers/support
- Internal Temporary staff
- External Auditors

Personal Information Quality

We rely on you to tell us when there are changes to your personal information that we hold about you. This could be e.g. a change of address or employment status.

Personal Information Security

We take reasonable steps to destroy or permanently de-identify personal information when it is no longer required for any purpose for which it may be used or disclosed. However it is not always practicable to destroy or de-identify electronic data. Where it is not reasonable to destroy or permanently de-identify personal information in electronic form, we will take reasonable steps to prevent inadvertent access to it.

Inquiries and Complaints

You can make further inquiries or complaints about our privacy policies to our Privacy Co-ordinator whose contact details are Kathy Bell – Branch Manager 03 8720 7800

You can also make complaints to the Office of the Federal Privacy Commissioner.

Trans-Border Data Flows

We cannot guarantee that any overseas recipient of your personal information will protect it to the standard to which it would be protected in Australia. The costs and difficulties of enforcement of privacy rights in foreign jurisdictions and the impracticability of attempting to enforce such rights in some jurisdictions will, mean that in some instances, we will need to seek your consent to

disclosure into a jurisdiction in place of seeking an assurance of protection from the overseas jurisdiction.

Access

Subject to some exceptions that are set out in the National Privacy Principles, you can gain 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.

If you wish to obtain access to your personal information you should contact our Privacy Co-ordinator. You will need to be in a position to verify your identity.

We might impose a moderate charge in providing access. Our Privacy Co-ordinator would discuss these with you.

You should also anticipate that it may take a little time to process your application for access as there may be a need to retrieve information from storage and review information in order to determine what information may be provided.