



PRIVACY POLICY

Date prepared: August 2014

Date reviewed: August 2015

Authorised by: Managing Director

1. Policy Statement

Hotelstaff Pty Ltd complies with the Privacy Act 1988

All Hotelstaff Pty Ltd managers, employees, contractors and subcontractors who handle or come into contact with personal employee or client information will abide by the Privacy Act principles.

Hotelstaff Pty Ltd respects the rights of individuals to determine to whom they give their personal information and how this information is used.

Hotelstaff Pty Ltd will not sell employee, contractor, subcontractor or client information to any organisation nor provide personal or sensitive information without written prior consent unless required under the law.

Hotelstaff Pty Ltd will be fair and open about the way the organisation collects information and what it intends to do with the information.

The disposal and storage of personal employee, contractor, subcontractor or client information will be done so in line with the Privacy Act principles.

Hotelstaff Pty Ltd may share information with any affiliated and related companies to assist in efficiencies or to improve the quality and standards of service provided to clients, and customers. Similarly Hotelstaff Pty Ltd may share information internally about clients to support the operations of Hotelstaff Pty Ltd

All personal information collected will be collected directly, ensuring compliance with the Privacy Act.

2. Scope

The scope of this policy applies to all Directors, employees, contractors and subcontractors of Hotelstaff Pty Ltd when representing or acting on behalf of Hotelstaff Pty Ltd.

This policy applies both during and outside of all hours of work at Hotelstaff Pty Ltd.

This policy applies at the expiry of any arrangement including employment with Hotelstaff Pty Ltd.

3. Application

Hotelstaff Pty Ltd will keep employee, contractor, subcontractor and client information secure in a locked cabinet at all times. Only authorised people are permitted to see or use this information.

An employee, contractor or subcontractor who wishes to access their personal details must put their request in writing to Managing Director or delegated authority 24 hours in advance.

An employee, contractor or subcontractor may request a copy of documents contained within their personal file, but may not remove any original documents from the file.

Any external institution, i.e. Bank, may request Hotelstaff Pty Ltd to provide personal details, however Hotelstaff Pty Ltd may only provide such information with written authorisation from the individual.

When personal information is no longer required by the organisation Hotelstaff Pty Ltd will take care to properly de-identify and store the information, or destroy it.

4. Related Legislation

Privacy Act 1988
Fair Work Act 2009 (cth)

5. Related policies

Nil