

Privacy Policy

1. Purpose

The objectives of this policy are to

- specify the principles governing Hotelstaff responses to Privacy in the workplace

2. Scope

This policy and procedure is applicable to all employees, contractors and subcontractors of Hotelstaff Pty Ltd, HS Personnel Australia Pty Ltd and all subsidiaries ('Hotelstaff').

It is expected that the Executive endorse and support this policy in the execution of their responsibilities.

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

3. Policy Statement

Hotelstaff complies with the Privacy Act 1988

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

Hotelstaff 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 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 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 may share information internally about clients to support the operations of Hotelstaff.

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

4. Procedure

Hotelstaff 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 to provide personal details, however Hotelstaff may only provide such information with written authorisation from the individual.

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

5. Related Documents/Information

Privacy Act 1988

Fair Work Act 2009 (cth)

6. Declaration

I agree, via online acknowledgment, to all terms and conditions as outlined in this policy

7. Policy Information

| | |
|-----------------------------|----------------------------|
| Version 1.1 | Policy Number: |
| Approver: Managing Director | Effective Date: 01/08/2014 |
| Approved Date: 01/08/2015 | Review Date: 01/07/2018 |

8. Revision History

| Date | Version | Amendment |
|------------|---------|---------------|
| 07/05/2018 | 1.1 | - Reformatted |