

Clayton RSL Sub-Branch Inc.



163 Carinish Road, Clayton 3168

Email: manager@claytonrsl.com.au

RSL SUB-BRANCH FACT SHEET

PRIVACY POLICY

Information for Suppliers, Contractors and Prospective Employees

RSL Sub-branch is committed to respecting the privacy of personal information in its possession. RSL Sub-branch complies with the relevant sections of the *Privacy Act 1988*, in particular the 13 Australian Privacy Principles, which set the benchmark for how personal information should be collected, used, disclosed and stored. RSL Sub-branch has embraced these principles as part of its standard operating policies and procedures. This means that:

- RSL Sub-branch is a membership based organization, a charity and provides an advocacy service. RSL Sub-branch only collects personal information that is necessary for the function of the organization.
- All personal information is only collected by lawful and fair means and with the consent of the applicant.
- All personal information is dealt with in a uniform manner and the highest regard is taken for maintaining its security at all times.

Personal and Sensitive Information

RSL Sub-branch collects and holds 'personal information' which is information that identifies an individual. The kinds of personal information we may collect and hold when we engage an individual on a contract or assess a candidate for employment includes current and previous names, date of birth, gender, current and previous addresses, current and previous employers and driver's licence number (where applicable).

Sensitive information we may collect includes details of union membership, criminal records and health information. This sensitive information will only be collected with the individual's consent.

Collection and Storage

RSL Sub-branch will only collect personal and sensitive information with the individual's consent. Personal information is generally collected via hardcopy documents, in person or over the phone at the point of engagement of a supplier and/or contractor, or through the resume and interview process for a prospective employee. For prospective employees, information may also be collected from third parties such as former employers and referees. Reasonable steps will be taken to inform a candidate of this collection where applicable.

All personal and sensitive information collected is securely stored and reasonable steps are taken to ensure its protection against misuse, interference, loss, unauthorised access, modification and disclosure.

With respect to prospective employees, in the situation where the process does not result in an offer of employment, the personal and sensitive information collected will be destroyed if no longer required. Where an offer of employment does result, then the exemption for current employee records will apply and the personal information collected will no longer fall within this Privacy Policy.

Use and Disclosure

RSL Sub-branch will not collect personal information unless it is reasonably necessary for one of its functions or activities. We may collect, hold, use and disclose personal information for purposes necessary to conduct our business and to engage individuals as suppliers, contractors or as prospective employees. The primary purposes for which personal information is collected, held and used will generally relate to:

- the entering of a contract for goods and/or services;
- the ongoing management of the contractual relationship and our business; or
- the evaluation of an individual for prospective employment.

Personal and sensitive information collected by RSL Sub-branch will not be disclosed for a secondary purpose without the individual's consent and is kept in Australia and is not disclosed to overseas recipients.

Personal and sensitive information may be disclosed to law enforcement, investigative or government bodies where required by law in accordance with the APPs.

Access

RSL Sub-branch respects the right of individuals to access personal information held about them by the organization. Individuals can access their personal information upon written request to the Manager. RSL Sub-branch will respond to all requests for access within 45 days.

Correction

Where an individual believes their personal information is inaccurate, out of date, incomplete, irrelevant or misleading they can notify the Manager to correct their personal information. Requests will be dealt with within a reasonable time period. RSL Sub-branch will take reasonable steps to correct the information so that it is accurate, complete and up to date. In certain circumstances prescribed by the legislation RSL Sub-branch may decline a request. If so, RSL Sub-branch will give the individual a written notice setting out the reason for the refusal and the complaint mechanisms available to them.

Concerns and Complaints

All complaints are taken seriously and are dealt with promptly. If you are concerned that RSL Sub-branch may have handled personal information inappropriately a complaint may be lodged, in writing, to the Manager on the details below.

Contact Details

Address: The Manager
163 Carinish Road, Clayton 3168

Phone: 03 9544 1035

Fax: 03 9562 6156

Email: manager@claytonrsl.com.au