



Fendley Consultancy Pty Ltd

HRPOL Privacy Policy Statement 001 v1

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Privacy Policy

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'Confidentiality and Respect'

Fendley Consultancy respects the privacy rights of all individuals in the workplace. Fendley Consultancy is committed to ensuring that its directors, consultants and personnel comply at all times with their obligations under the Federal Privacy Act 198.

This document sets out the privacy policy statement of Fendley Consultancy in relation to the handling of personal and sensitive information.

1. Information Held

Fendley Consultancy currently holds some information in relation to its employees, consultants and other workplace participants. This information includes but is not limited to:

- Tax File Numbers.
- Information relating to the personal background of these workplace participants (such as home address, sex, date of birth, nationality, languages spoken, their employment history, educational qualifications, any illnesses and details of contact people in the event of any emergency).
- Information documenting the work history of these workplace participants (such as their letter of employment and bank account details, as well as records of monies paid, salary adjustments, written warnings, salary sacrifice documents and records of leave taken, including sick leave).

2. Release of Personal Information

There may be certain circumstances where Fendley Consultancy may be contacted in relation to some or all of the above mentioned personal information. An example of which would be when an employee of Fendley Consultancy has applied for a loan with a financial institution and that financial institution contacts us to verify details supplied to them.

Fendley Consultancy's policy in relation to providing this information is that the information will only be provided after approval has been sought from the relevant individual. Such approval may be in written form or by personal phone, fax or e-mail message. All inquiries relating to employment and earnings records should be directed to the Office Manager.

3. Employee Records Exemption

There is specific exemption from the Privacy Act for the handling of employee records where this directly relates to an employment relationship between the organisation and the individual.

4. Information Held Regarding Job Applicants

In the case of personal information acquired by Fendley Consultancy regarding potential candidates in the normal course of the recruitment process, the company is covered under the provisions of the Privacy Act 1988.

Fendley Consultancy may, for up to 12 months hold records of potential employees or sub-contractors from the date of collection for the purposes of consideration for employment or engagement. If, after 12 months, no further liaison between the company and the potential employee or sub-contractor has occurred, such records will be destroyed.

Our website also invites applications for employment to be submitted via e-mail to admin@fencon.com.au or as per the instructions given for that position. For the purpose of considering your application and further to the information you provide in your application, information may also be collected from third parties (for example, former employers and insurers). Should your application be unsuccessful we may keep your application and use it in considering you for other employment opportunities with Fendley Consultancy. In doing this it is assured that we will keep your personal information confidential. Please let us know if you do not wish your employment application to be used for this purpose.

We will keep copies of any information or emails you send or provide to us if we believe that we have a legal requirement to do so. The content of your emails may also be monitored for quality control, systems administration or legal compliance purposes.

5. Site Visit Data

When visiting this website, Fendley Consultancy keeps a record of your visit. The following information may be recorded for statistical purposes and used by Fendley Consultancy to help improve the website:

- Your Internet Protocol (IP) address.
- Your type of browser and operating system used.
- The pages you access and the documents you download.

Fendley Consultancy will not attempt to identify users or their browsing activities, however, governmental agencies may be entitled to inspect such records in the event of an investigation.

This website uses tracking technologies called "cookies" to monitor the pages accessed by browsers on our website. Cookies are small text files which are stored in memory or on your hard drive for record keeping purposes and are used to help us enhance this website. You may set your browser to refuse cookies if you wish.

6. Complaints and Contact Details

If any person feels there has been an unwarranted invasion of their privacy they should contact our nominated Privacy Contact Officer, the Human Resource Officer.

Ian Fendley
Managing Director
Fendley Consultancy Pty Ltd

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