



PRIVACY POLICY

POLICY

The management of Master Hire understands its obligations under the Australian Privacy Principles and will ensure that personal information obtained for various business purposes will be safeguarded and only used for the purpose/s for which it was obtained.

To achieve this:

Management will

- Ensure compliance with the thirteen (13) Australian Privacy Principles in respect of personal information. Examples include, for individuals: DOB, home address & phone number; for organisations: directors details, ABN, financial/credit position
- Only permit its agents to seek, collect, obtain, use, store and disclose personal information that is required to conduct its lawful business and with the consent of the individual.
- Allow anonymous interaction between Master Hire and individuals and organisations where personal identification is not required
- Take all reasonable measures to safeguard the security and confidentiality of all sensitive personal information given to or obtained by Master Hire and prevent any misuse, loss, modification or, unauthorised access or disclosure
- Notify a person where there has been an unauthorised access, disclosure or loss of a person's private information and the data breach is likely to result in serious harm to the person
- Take all reasonable measures to ensure the information collected remains current, complete and accurate and is securely destroyed or de-identified when it becomes outmoded
- Give access in a reasonable timeframe to personal information when requested in writing by the individual unless it is of a sensitive nature, restricted by law or of other public interest
- Not seek, collect, obtain, use, store or disclose personal information that is not relevant to Master Hire business interests

Employees will

- Comply with this Privacy Policy with regard to the collection, use and disclosure of personal information relating to fellow team members and customers
- Only seek, obtain and record sensitive personal information from an individual that directly relates to Master Hire business operations
- Not misuse, lose, modify (unless to correct) or disclose any personal information without consent from the individual or required by law

This policy is achieved when personal information obtained and held by Master Hire is stored securely and used only for the purpose for which it was given

To be reviewed before: 01/07/22



Managing Director

22/07/21

Date