



POL-13: PRIVACY POLICY

Purpose

This Policy explains how the Civil Contractors Federation NSW Ltd (CCF NSW) protects and manage privacy of staff, clients and customers.

Scope

This Policy applies to all managers, officers, workers and contractors of the CCF NSW.

Policy Statement

CCF NSW is committed to protecting the confidentiality and privacy of its staff, contractors and clients and, as such, is intent on complying with the *Privacy Act 1988 (Cth)* and the subsequent *Privacy Amendment (Enhancing Privacy Protection) Act 2012* (the Act) which came into effect on 12th March 2014. It is thus the policy of CCF NSW to comply with the Australian Privacy Principles (APPS) set out in the Act.

What personal information do we collect & release, how and why do we need it?

CCF NSW collects and releases, in the normal course of business, information relating to its own staff, contractors and Members and customers.

Staff and Contractors

CCF NSW collects and releases information about its staff and contractors which a business of this type would normally be expected to collect. This includes but is not limited to resumes, qualifications, medical records related to absences or injuries (as required by our SOPs), financial records and performance reports. Information is collected and released in the normal course of business.

Who will see or have access to personal information?

Unless we are required to provide personal information to others by law, by court order or to investigate suspected fraud or other unlawful activity, personal information gathered will only be seen or used by persons working in or for CCF NSW and on a strictly 'need to know' basis. That is, unless the information is directly related to the reasonable completion of their duties, such information will not be disseminated.

Our information systems and files are kept secured from unauthorised access and our staff and contracted agents/ service providers have been informed of the importance we place on protecting privacy and their role in helping us to do this, and are contractually bound to honour such privacy.

What if a person wants to check what personal information is held about them?

Subject to any legal restrictions, CCF NSW is willing to advise any person, internal or external to the company, on what personal information we hold about them if such a request is made. For non-employees there may be some cost to the party in our providing this information if the request is complex or requires detailed searching of our records.

If a party believes there are errors in our records, they are encouraged to let us know so we may investigate and correct any inaccuracies.

All requests for copies of information or files must be in writing to:

The Chief Executive Officer
CCF NSW
Unit 11, 9 Hoyle Avenue
Castle Hill NSW 2154

Please allow 21 working days for information to be provided.



What if a Person has a complaint about the handling and collection of their personal information?

A complaint about information privacy indicates CCF NSW's procedures, staff or quality of service associated with the collection or handling of personal information will be investigated. CCF NSW will be efficient and fair when investigating and responding to information privacy complaints.

Further information

If any person would like further information on our Privacy Policy or if there any concerns over the privacy protection of the information given to us or that we have collected from others, please contact CCF NSW on phone number: (02) 9009 4000.

This Policy will be reviewed no less frequently than every two years from date of signature.

David Castledine
Chief Executive Officer
CCF NSW

04 February 2022