



# PRIVACY POLICY

This document sets out the policy of KTR Electronics Pty Ltd in relation to the handling of personal and sensitive information.

## **Statement of Commitment**

KTR Electronics Pty Ltd respects the privacy rights of all individuals in the workplace. Furthermore, KTR Electronics Pty Ltd is committed to ensuring that all Directors, management, staff and others involved in the management of the Company comply at all times with their obligations under the Privacy Act 1988 (Cth).

## **Information held**

KTR Electronics Pty Ltd currently holds information in relation to its workers, clients, contractors and other workplace participants. This information includes, but is not limited to:

- Tax file numbers and other business and personal taxation information;
- Information relating to the personal background of these workplace participants (such as their home address, sex, date of birth, their employment history, their educational qualifications, any illnesses and details of contact people in the event of any emergency); and
- Information documenting the work history of these workplace participants (such as their letter of appointment and bank account details as well as records of any salary adjustments, written warnings, salary sacrifice documents and annual and personal/carer's leave taken); • Details of premises, security information, as well as credit information;
- Client site information & data (such as access to client data bases, staff details in relation to security) site maps, plans, photographs, data gathered when attending for service, projects, reactive or alarm responses.

There are a variety of reasons why KTR Electronics Pty Ltd is required to hold this information. Some of these reasons include:

- Ensuring that both the Company and any workplace participants are meeting their obligations under relevant legislation;
- Ensuring the health, safety and welfare of all workplace participants at times when they are performing work for the Company;
- Allowing appropriate insurance coverage for these workplace participants;
- Ensuring that the client facilities are serviced and maintained to meet relevant Australian Standards; and
- Allowing access and ability to perform work requested as well as to take receipt of payment.

While KTR Electronics Pty Ltd does contract out some of its services, any of the above information will not be disclosed to any third party without the prior consent being obtained from any affected individual.

There may be certain circumstances where KTR Electronics Pty Ltd is contacted in relation to some or all of the above personal information, for example, when a company worker has applied for a loan with a financial institution and that financial institution contacts us to verify details of income being received. KTR Electronics Pty Ltd policy in relation to providing this information is on approval from the individual.

### **Security**

KTR Electronics Pty Ltd strives to ensure the security, integrity, and privacy of personally identifiable information of our workers, clients, suppliers and contractors. We use a variety of physical and electronic security measures including restricting physical access to our offices, and fire walls and secure data-bases to keep personal information secure from misuse, loss or unauthorised use or disclosure.

Unfortunately, no data transmission over the internet can be guaranteed to be totally secure.

### **Access to Personal Information**

You have a right to access personal information we hold about you and if we deny access in some circumstances, we will tell you why.

To request access, please contact Human Resources who is our Privacy Officer as set out at the end of this document.

The company does not give out trade or credit references for clients.

### **Complaints and Contact Details**

Anyone who feels that there has been an unwarranted invasion of their privacy should contact Michele Birtchnell – Director our Privacy Contact Officer, who can be contacted on 1300 669 507.

While most workers will be aware of KTR Electronics Pty Ltd contact details, they are set out below for convenience:

2/27 Bate Close, Pakenham, Victoria. 3810

**Phone** 1300 669 507 **Email** mail@ktr.com.au **Web** www@ktr.com.au

Further information about the National Privacy Principles or KTR Electronics Pty Ltd relating to privacy issues can be obtained from the Privacy Contact Officer.



Michele Birtchnell

**Director**

on behalf of KTR Electronics Pty Ltd

Date: 7 June 2021

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