

Policies: POL005	
Revision: 4	
Date: January 2022	
Approved: Board of Directors	

PRIVACY POLICY

Hado Pty Ltd (Hado) respects and is committed to protecting the privacy of employees and contractors. The privacy principles embody the National Privacy Principles for handling personal information.

How the Information is Collected

Only information relevant to the business relationship with employees and contractors will be collected and then only directly from the individual employee or contractor concerned. If other sources are used, these will be explained to each employee or contractor.

Who Will Use This Information

The personal information collected will only be used for the purpose of which it has been collected. Hado will not use or disclose any personal information for any other purpose without the consent of the relevant employee or contractor, unless as required by law.

Security

Hado will ensure that the personal information of employees and contractors is kept secure and confidential. Steps will be taken to ensure that the information held is accurate, complete and up-to-date. Employees and contractors can have access to the information held about them and are encouraged to contact the office administrator if this information is incorrect or requires updating.

Further Information

If employees or contractors have any questions, comments or would like further information concerning Hado's privacy policy please contact the branch manager.

This policy will be reviewed through consultation every two years or sooner as the need arises.

Managing Director

Employee Representative

Dated