

Policy Name:	Privacy
Policy Number:	4.02
Date:	February 2023

POLICY STATEMENT:

JC Steele relies on the confidentiality of its information and operations to ensure ongoing company success. JC Steele acknowledges and respects the privacy of individuals and organisations and supports the National Privacy Principles contained in the Act.

Accordingly, JC Steele will:

- only collect information with prior knowledge and consent
- only use the information provided for the purposes for which it was collected
- not disclose information to a third party without consent
- not disclose information to other institutions and authorities except if required by law or other regulation;
- remove information from records when it is no longer required (except where archiving is required).
- ensure the information held on a client or client organisation will be up-to-date, relevant, non-obtrusive and objective.
- take reasonable steps to correct inaccurate, incomplete or out-of-date information on a regular basis
- have processes and policies to protect the information that JC Steele has under its control from:
 - a) unauthorised access
 - b) improper use
 - c) alteration
 - d) unlawful or accidental destruction and accidental loss.

PROCEDURES:

- a. All employees are responsible for complying with this policy.
- b. Employees are responsible for seeking a documented exemption from the Managing Director in any situations where they are unable to follow policy or procedure.
- c. Any employee who observes or experiences an accidental or purposeful breach of this policy must immediately advise the Managing Director of the breach so that the matter may be rectified as quickly as possible.