

Introduction

At Steed House Management Consultants ("Steed House", "Us", "We"), our Privacy Policy is a statement of our commitment to protecting personal information provided to us and to ensure it is only used for the purpose for which it was intended and provided. This Policy applies to all customers (including clients, applicants and registrants), whether past, present or future, of Steed House Management Consultants. *We apply the definition of personal information contained within the Privacy Act 1988 (CTH) (As Amended).*

When providing us with information, individuals have a right to know:

- ✓ Who will receive or view the information;
- ✓ What the information is being collected for;
- ✓ Why the information is being collected; and
- ✓ How the information will be used.

- **Policy Statement - Collection and Storage of Personal Information**

1. Steed House Management Consultants will only collect and disclose information for which it is required to provide recruitment, psychological and management consulting services to persons who have provided their consent; or for its own ancillary marketing, legal and administrative purposes. The information collected will include personal information obtained from individuals including their name, address, contact details, work history and qualifications and information in relation to their work performance and conduct obtained from their current or previous employers and/or our staff.

2. Information is stored in paper files and/or electronically in our secure computer storage facilities in-house.

3. We also collect data on and via our website. We endeavour at all times to provide security of our website over all data and activities. All the personal information we collect is stored and protected against unauthorised access on databases that are not connected with the Internet. However, users should be aware that there are inherent risks in transmitting information across the Internet.

4. Steed House Management Consultants provides psychological evaluation and counselling services. Information so gathered is sensitive health information and will be treated as such and stored securely and generally can only be disclosed with the relevant individual's consent unless required by Court Order or other law. If disclosure is required by Court Order or law we will generally advise you first.

5. Steed House Management Consultants we take every precaution to ensure that access to personal information is restricted to those staff members and third parties with a business need to see it and once personal details are no longer required that these details are appropriately destroyed or permanently de-identified.

6. We may need to retain information for a significant period of time. However we will destroy personal information when it is no longer reasonably required for the purposes set out above.

7. Steed House Management Consultants will take reasonable steps to protect the personal information it holds on individuals from misuse and loss, and from unauthorised access, modification or disclosure.

- **Access and Correction of Personal Information**

1. Steed House Management Consultants will take all reasonable steps to ensure that all personal information collected, used and disclosed is accurate, complete and up-to-date.

2. Individuals have the right to examine the personal information collected and maintained by Steed House Management Consultants about them. Personal information can be examined by appointment, during normal business hours: 9:00am to 5:00pm, Monday to Friday. (We may charge a reasonable fee for providing access.)

3. You can make a request to examine your personal information to our HR Consultant/Manager as follows:

Phone: 0412 947 700 or 0417 893 040

Address: 253 Anzac Highway, Plympton SA 5038

Email: stead.house@bigpond.com

4. Should an individual identify any errors in the information examined, Steed House Management Consultants will immediately rectify this with due notification.

5. If the information sought impacts upon the privacy of any other individual then an extract or summary of the record will be provided in a manner that continues to protect the privacy of all parties.

- **Disclosure of Personal Information**

1. Steed House Management Consultants will only use or disclose information about an individual for the purposes for which it is primarily held (generally recruitment or management consulting), for a related secondary purpose (such as marketing to the individual) or if the individual consents.

2. In particular, we reserve the right to disclose appropriate personal information about you to those client employers in whose organisation you have expressed interest in obtaining employment. This interest would generally be confirmed by your formal application for any position that we have advertised or of which you have become aware through our communication with you.

- **Policy Changes and Further Information**

1. Future Changes;

Our privacy policy will be revised from time to time and Steed House Management Consultants reserves the right to change this information at any time, without prior notification. Any changes to the Privacy Policy may be found on this page.

2. Further Information on Privacy;

For further information about our Privacy Policy please feel free to contact the HR Consultant/Manager listed above on 0412 947 700 or stead.house@bigpond.com.