

## Privacy Policy

POLICY NUMBER

HR 1.10

POLICY GROUP

Human Resources - Introduction

RELATED POLICIES AND REFERENCES

[HR 10.1 Confidentiality Policy](#)

[GBP 2.3 Privacy Policy Collection Statement](#)

---

Westvic Staffing Solutions is committed to protecting the privacy of its staff and its clients in all areas but especially in the collection, security and disclosure of their personal information.

For the purposes of this policy “personal information” is defined as information or an opinion, whether true or not; and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

This is particularly important in the Human Resources area as information collected may be of a sensitive nature.

All staff are therefore required to treat all affairs of the organisation, staff and clients with absolute confidentiality and protect their privacy in accordance with the Commonwealth Privacy Act 1988 (as amended).

We shall use the information we collect to make our service the best it can be through enhancing the overall experience of applicants, employees, clients and business partners.

We will not sell, trade or rent personal information to others without the authority of the individual concerned.

Subject to exceptions specified in the National Privacy Principles, individuals can access all the information Westvic Staffing Solutions have collected at any time or make any changes deemed appropriate to ensure the accuracy of our records.

In accordance with the Privacy Act our privacy policy collection statement contained in the organisations General Business Practices policy manual details how Westvic Staffing Solutions collects, uses and discloses personal information (refer to [GBP 2.3 Privacy Policy Collection Statement](#)).