

## **Privacy Policy**

Eastern Press is subject to the Australian Privacy Principles under the Privacy Act 1988 as amended 12<sup>th</sup> March, 2014.

**We are pleased to say that we take privacy seriously. As part of our approach to privacy, Eastern Press will conform to the thirteen Australian Privacy Principles promulgated by the Federal Privacy Commissioner. In accordance with one of those principles, we will make this policy available to any person who asks for it.**

### **What is Personal Information?**

Personal information is any information that can be used to identify a person. This includes any personal information or opinions about the person, whether true or not, no matter how the information or opinions are recorded.

Confidential/Sensitive information is a special category of personal information and includes, but is not limited to, information about a person's health, race or ethnic origin, political or religious beliefs, membership of a trade union or association, or criminal record.

The Company will not disclose a person's confidential/sensitive information without the person's consent, unless there is a need to disclose such information in accordance with the Act or to comply with any other legislative or legal requirement.

Confidential and Personal Information is information that is not in the public domain. It includes, but is not limited to, the following types of information:

- any personal information about an individual;
- any information about a supplier, customer, agent or contractor of the Company;
- any personal information about an employee or colleague (including a prospective or former employee); and
- any information about the Company's business affairs or business systems.

### **Privacy in our Recruitment**

We may retain all material relating to unsuccessful employment applications for a suitable period, after which the material may be destroyed.

### **Information Collected**

The Company collects personal information from job applicants and prospective employees when considering whether to make offers of employment or for employment purposes. A failure by an applicant to provide any lawfully requested information may result in the processing of the application being delayed or may result in the application being unsuccessful. Any information which is provided by a job applicant which is later found to be false, may result in the persons' application being unsuccessful or if the person is employed, result in the termination of that person's employment.

### **Inspection of Certain Records by Employees**

Under the legislation, employees do not have a general right to access and review their personal records, they may however, access certain statutory employment records including the following:

- the name of the industrial instrument or instrument under which his/her employment is regulated. For example, the name of the relevant Award Agreement, Enterprise Agreement;
- his or her time and wages records including overtime (if applicable) and remuneration;
- his or her records of leave, including leave taken and available entitlements;

- his or her records of superannuation contributions;
- workers compensation records, if an employee has had an accident.
- The Company will provide an employee with a copy of these records within 7 days of the written request being made by the said employee. These records will be made available to the employee at either the premises where the employee works or at other mutually agreed premises. All other employment records are exempt from the *Privacy Act 1988 (Cth)* and those employment records and personnel records may not be made available to employees.

An employee will not be provided with access to another employee's records.

### **Privacy for Credit Applications**

Any information supplied to us as an application for credit may be disclosed to the credit referees nominated on the application and to our credit rating agency, for the purpose of processing the credit application.

### **Privacy and our Website**

If you visit our website to download or browse information then we may collect some details of your visit. However, any information that we collect will remain anonymous and will not be linked to any other personal information.

### **Inquiries about Privacy**

If we receive an inquiry about the possibility that we may be holding a certain person's personal information, then we will check our records in search of information relating to that person. We will write to that person and inform them of the results of our search. If we are holding that person's personal information then we will follow that person's instructions regarding the treatment of that information.

### **Complaint Handling Process**

We have a complaint handling process that accepts, investigates and resolves complaints. This process includes a right to seek correction to personal information we hold about an individual. If an inquiry or complaint is made in writing then we will respond in writing, and if a verbal complaint is received then we will offer to send a completed copy of our complaint form as confirmation of receipt of the complaint.

If you have an inquiry or complaint about privacy you may contact Cormac Deffely on 03 9561 8200

**REVISION DATE 18<sup>th</sup> October 2015**