



PRIVACY POLICY

Corporate Heart understands the importance of protecting the privacy of individuals and is committed to complying with the Privacy Act 1988, to ensure the confidentiality of any personal information collected.

Specifically:

- Collection – personal information is only collected to ensure appropriate contact with Corporate Heart clients for consultancy or data collection on their behalf
- Use and disclosure - information will only be used to facilitate the respective consultancy, auditing, training or laboratory services; no information will be disclosed to any third party without prior approval
- Data quality – we will ensure any data collected will be accurate, complete and current
- Data security – we will protect data from misuse, loss or unauthorised use
- Access and correction – we encourage personal information to be regularly updated and personal information collected to be available to the individual concerned
- Identifiers – no Commonwealth or State identifiers are collected or used
- Anonymity – it is impracticable for individuals to remain anonymous
- Trans-border data flows – no information will be transferred overseas unless absolutely necessary and without express permission of clients
- Sensitive information – sensitive information is not collected

Compliance to the National Privacy Principles is supported through procedures documented in the Quality Management System and assured through training of staff and regular review of procedures.

Any person wishing to make a complaint regarding the privacy of information should contact Corporate Heart Privacy Officer by telephone (8165 1546) or email (lisa@corporateheart.com.au)

Management fully endorses this Privacy Policy and it is their responsibility to ensure it is understood, implemented and maintained at all levels within Corporate Heart.

Original signed

LISA BOTTEN
Director
Corporate Heart Pty Ltd