

Intermoco Privacy Policy

1. Background

The National Privacy Principles (NPP) contained in The Privacy (Private Sector) Amendment Act 2000 came into effect in December 2001, the Act places restrictions on the way private sector organisations collect, use, disclose and store personal information about individuals. The Act also sets out minimum standards for information handling.

2. Personal Information

Personal information means information or an opinion, whether true or not about an individual whose identity is apparent, or can reasonably be identified from the information.

3. Policy

The Privacy Act contains 10 National Privacy Principles to which Intermoco has a strong compliance commitment.

3.1 Collection Limitation

Intermoco will collect, by fair and lawful means, only sufficient personal information to carry out its business activities and functions. Collection of personal information from sources other than that of the individual will be with the consent of the individual.

3.2 Use and Disclosure

Intermoco will not use or disclose personal information, other than for the primary purpose for which it was collected and except when required by law, without the consent of the individual.

3.3 Quality of Data

Intermoco will take reasonable steps to ensure that the personal information collected is accurate, complete and up-to-date.

3.4 Security of Data

Intermoco will take reasonable steps to protect the personal information it holds from misuse and loss from unauthorised access, modification or disclosure. The company will take all reasonable steps to destroy personal information, which is no longer required for business purposes.

3.5 Openness

Intermoco will, on request, let an individual know generally what sort of personal information it holds for that individual, for what purposes and how it collects, holds, uses and discloses that information.

3.6 Access to Personal Information

Intermoco will normally provide access to personal information provided that due notice is given and the reason for the request is reasonable and outside the legislative restrictions.

Intermoco will provide and record, reasons for denial of access to personal information.

3.7 Anonymity

Wherever it is lawful and practicable, individuals have the option of not identifying themselves when entering transactions with Intermoco.

3.8 Transborder Data Flows

Intermoco will only transfer personal information to another party in another country where it will be for the benefit of the individual. Intermoco will always endeavour to obtain the consent of the individual and will take reasonable steps to ensure that the information will not be held, used or disclosed by the recipient inconsistently with the National Privacy Principles.

3.9 Sensitive Information

Intermoco will only collect sensitive information in accordance with the legislation.

4. Privacy Officer

The Company Secretary will act as the Privacy Officer for the purposes of this Policy.

5. Examples of Personal Information

Job Applicants – information collected as part of the recruitment process. This includes job application forms, general correspondence, interview notes, and reference check notes.

- Contractors and subcontractors – includes information about those who are individuals.
- Suppliers – includes information about suppliers who are individuals.
- Clients – includes information about clients who are individuals

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