



# REGIONAL SECURITY SERVICES AUSTRALIA

## Information Privacy Policy

**Personally Identifiable Information** (PII), as used in information security, refers to information that can be used to uniquely identify, contact, or locate a single person or can be used with other sources to uniquely identify a single individual.

Regional Security Services Australia will ensure that the accuracy of personal information, sensitive and health information collected, used and disclosed by us is correct. You have the right to ensure all confidential information we retain is correct and to correct, or alter that information by way of amendment, deletion or addition. We will correct inaccurate information when identified.

Regional Security Services Australia will not collect sensitive information about an individual unless the individual has consented; is required under law; to prevent or lessen a serious and imminent threat to the life or health of any individual or unless the individual whom the information concerns is physically incapable of giving consent to the collection.

Regional Security Services Australia shall ensure that confidential information is safe and secure, and that it is protected from misuse, loss, unauthorised access, modification or disclosure. We shall ensure that confidential information is to be used only by employees or disclosed to other organisations to the extent necessary for our business purposes.

### ***Personal information***

Means information that relates to a natural person or individual that can be used to uniquely identify, contact, or locate a single person or can be used with other sources to uniquely identify a single individual.

### ***Personal data***

Information or an opinion (including information or an opinion forming part of a database), 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.

**“Sensitive information”** means information about an individual's, racial or ethnic origin; or political opinions; or membership of a political association; or religious beliefs or affiliations; or philosophical beliefs; or membership of a professional or trade association; or membership of a trade union; or sexual preferences or practices; or criminal record.

Sensitive information" Can be information or an opinion about an individual's

- Racial or ethnic origin
- Political opinions
- Membership of a political association
- Religious beliefs or affiliations
- Philosophical beliefs
- Membership of a professional or trade association
- Membership of a trade union
- Sexual preferences or practices
- Criminal/convictions record

**“Health information”** means information about the health or a disability of an individual; or an individual’s expressed wishes about the future provision of health services to him or her; or a health service provided, or to be provided, to an individual or other personal information collected to provide, or in providing, a health service; or other personal information about an individual collected in connection with the donation, or intended donation, by the individual of his or her body parts, organs or body substances; or genetic information about an individual that is, or could be, predictive of the health of the individual.

Regional Security Services Australia shall destroy all personal information that is no longer needed by us for business purposes or for legal requirements so that it cannot in any way be recovered.

Regional Security Services Australia shall ensure that access to personal information is only available to those persons who require access in order to carry out the operations of and their subsidiary organisations or unless required by law.

If Regional Security Services Australia; collects personal information about an individual from someone else, shall ensure that the individual is or has been made aware of the matters.

Regional Security Services Australia shall not adopt as its own unique identifier of an individual a unique identifier of the individual that has been assigned by another organisation

Regional Security Services Australia shall set out in a document clearly expressed policies on its management of personal information. shall make the document available to anyone who requests it.

Regional Security Services Australia shall upon request let the person know what sort of personal information it holds, for what purposes, and how it collects, holds, uses and discloses that information as soon as practicable, but no later than 30 days after receiving the request.

Regional Security Services Australia will only solicit and or retain personal information that is required to enable the company to carry out its operations and or is required to solicit or retain by law.

Regional Security Services Australia shall protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

Personal information shall be stored in secure lockable locations; access to information that is stored in computer systems shall be restricted to authorised personal by use of database access protection procedures.

Network storage computer systems containing important or personal information shall be stored in secure lockable locations access shall be restricted to authorised personal only.

Regional Security Services Australia will not collect personal information about an individual unless; the individual has consented; is required under law; to prevent or lessen a serious and imminent threat to the life or health of any individual or unless the individual whom the information concerns is physically incapable of giving consent to the collection.

Regional Security Services Australia will not collect sensitive information about an individual unless; the individual has consented; is required under law; to prevent or lessen a serious and imminent threat to the life or health of any individual or unless the individual whom the information concerns is physically incapable of giving consent to the collection.

Personal information that is voluntarily disclosed to Regional Security Services Australia about an individual shall only be used for the primary purpose of collection unless the individual has consented to the disclosure.

Regional Security Services Australia will ensure that the accountability for privacy is delegated to specific individuals of the Human resource departments within each operating location.

All Regional Security Services Australia employees are responsible for carrying out his or her duties in accordance with this policy

Individual employees have the option of not identifying themselves when entering transactions with Regional Security Services Australia unless required by law