

Privacy Policy

Stubbs Constructions Pty Ltd is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person. The purpose of this document is to provide a privacy management framework for Stubbs Constructions in dealing with privacy considerations within the Privacy Act 1988 and the Privacy Amendment (Notifiable Data Breaches) Act 2017.

Stubbs Constructions collects and administers a range of personal information for the purposes of payroll preparation. The organisation is committed to protecting the privacy of personal information it collects, holds and administers. Stubbs Constructions recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in, and supported by, our core values and philosophies.

Stubbs Constructions is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information. In maintaining robust and effective privacy practices, procedures and systems Stubbs Constructions will:

- collect only information which the organisation requires for its primary function;
- ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- store personal information securely, protecting it from unauthorised access;
- provide employees with access to their own information, and the right to seek its correction;
- create channels for employees to provide feedback on privacy processes;
- regularly monitor and review privacy practices, procedures and systems; and
- if a breach is suspected, or found, Stubbs Constructions will:
 - contain the breach and conduct a preliminary assessment
 - evaluate the risks associated with the breach
 - where there are reasonable grounds to believe a serious data breach has occurred, notify individuals and the Office of the Australian Information Commissioner (OAIC); and
 - enhance practices, procedures and systems to prevent future breaches.

A handwritten signature in black ink, appearing to read 'Wayne Licht', is positioned above the printed name.

Wayne Licht
Managing Director
Stubbs Constructions Pty Ltd

Date: 30 June 2022

Review Date: 30 June 2024