

Privacy Policy

Section: People and Culture

Approved by: Board of Management



Purpose:

Havilah Inc is committed to protecting the privacy and security of the personal information of our employees. This Employee Privacy Policy explains how we collect, use, and protect the personal data of individuals employed by Havilah Inc.

By being employed with us, you agree to the terms of this policy.

Scope:

All employees

Information We Collect:

We may collect and process the following types of personal information about you:

- **Personal Identification Information:** Name, address, phone number, drivers licence details, email address, date of birth, Medicare number, Passport details, and emergency contact details.
- **Employment Details:** Job title, employment history, performance evaluations, salary and benefits information, attendance records, and disciplinary records.
- **Financial Information:** Bank account details for payroll, tax information, and other financial data necessary for employment.
- **Health and Safety Information:** Medical information (where relevant), health and safety records, accident reports, and details required for health insurance or other benefits.
- **IT and Communications Data:** Information regarding your use of company IT systems, such as email, internet usage, and access logs.

How We Use Your Information:

The personal information we collect is used for the following purposes:

- **Employment Management:** To manage your employment, including payroll processing, performance management, benefits administration, and compliance with employment laws.
- **Legal Compliance:** To comply with legal obligations, such as tax reporting, employment law requirements, and responding to legal claims or audits.
- **Health and Safety:** To ensure workplace safety, manage health-related benefits, and comply with health and safety regulations.
- **IT and Security:** To monitor and ensure the security of our IT systems, manage access to company resources, and protect against unauthorized use or data breaches.

Information Sharing and Disclosure:

Your personal data may be shared with the following parties:

- **Internal Departments:** HR, Payroll, IT, and other relevant departments.
- **External Service Providers:** Payroll processors, benefits providers, legal advisors, etc.

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- **Regulatory Authorities:** Government agencies, tax authorities, and law enforcement, as required by law.
- **Third-Party Vendors:** Companies that assist with background checks, training programs, and other services.

We will not share your personal data with third parties for marketing purposes without your explicit consent.

Your Rights and Choices:

You have the right to:

- **Access and Update:** Request access to the personal data we hold about you and request corrections or updates.
- **Opt-Out:** Unsubscribe from our marketing communications at any time by following the instructions in the communication or contacting us directly.
- **Delete:** Request the deletion of your personal data, subject to certain legal obligations

Data Security:

We implement a variety of security measures to protect your personal data, including encryption, access controls, and secure storage systems. Only authorized personnel have access to your data.

Policy:

- Employees are expected to maintain the confidentiality of all sensitive information they have access to in the course of their job duties, including personal information about employees, customers, and other stakeholders, and proprietary and confidential business information.
- Employees are prohibited from sharing or disclosing sensitive information to unauthorized individuals or for unauthorized purposes.
- Employees are required to protect the confidentiality of sensitive information by using appropriate safeguards, such as password protection and secure storage of documents and data.

Consequences:

- Employees who don't respect our confidentiality policy will face disciplinary and, possibly, legal action.
- We will investigate every breach of this policy and we will terminate any employee who wilfully or regularly breaches our confidentiality guidelines for personal profit.
- We may also instigate disciplinary action for unintentional breaches of this policy depending on the frequency and seriousness and we may terminate employees who repeatedly disregard this policy, even when they do so unintentionally.

Key Legislation, Acts and Standards:

- Privacy Act 1988
- Fair Work Act 2009 (Cth)

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Key Aligned Documents:

- Disciplinary Policy
- Record Keeping Policy

References:

- <https://www.oaic.gov.au/privacy/privacy-legislation/the-privacy-act>
- <https://www.fwc.gov.au/>

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