

## **PLANT AND MACHINERY ASSESSING SERVICES**

### **PRIVACY POLICY**

#### **Our Commitment**

In handling your personal information, Plant and Machinery Assessing Services (PAMAS) is committed to complying with the Privacy Act 1988 and the National Privacy Principles. A copy of our Privacy Policy is available on the Internet or on request.

PAMAS's use of your personal information

We collect personal information from you when you apply to use our products and services. This information enables us to provide:

- the products and services you require; and
- information about products and services available to you from PAMAS including information about upcoming courses.

We do not generally collect information that is 'sensitive personal information' as defined by the Privacy Act 1988. Such information will only be collected from you and will only be used for the purpose for which it was collected.

#### **Our disclosure of your personal information**

Personal information is treated as confidential within the PAMAS and is used by us for the purpose for which it was collected or for a related purpose. Related purposes may include:

- our own market analysis and product development;
- informing you about new products or services;
- as required for Government purposes

In providing products and services to you it may be necessary for us to provide your personal information to the Division of Workplace Health and Safety and its Officers. We do not disclose sensitive personal information to other third parties without your permission or instruction unless required by Law to do so. If you supply us with information about another person, you represent to us that you are authorised to do so and you agree to show that person a copy of this statement and to tell the person that:

- we are holding personal information about that person;
- personal information collected about that person will be used for the primary purpose for which it was collected and related secondary purposes;
- personal information collected about that person may be disclosed to third party organisations as described in this statement;
- they have the right to access and correct personal information we hold about that person; and
- the information may be disclose as set out in this form.

#### **Information about you from third parties**

We may need to source information about you from a third party. Wherever possible this will be done with your authorisation, or where this is not possible, we will inform you when such information is collected.

### **Receiving marketing information**

If you consent to us doing so, we may provide you with information from time to time about new products and services available to you from PAMAS. Your consent to our providing this information to you will be implied unless you notify us that you do not wish to receive this information. You may do this by ticking the box at the bottom of this form or by contacting our Privacy Officer / Principal and advising that you do not wish to receive marketing information.

### **Security of your personal information**

In line with new technology, we are continually improving the security of this information we collect. PAMAS takes all reasonable steps to protect the personal information of persons by:

- securing all files with personal information in locked cabinets;
- only providing staff with access to personal information;
- de-identifying personal information that is not necessary;
- destroying information after the required retention period;
- ensuring the computer is secure at all times by the use of firewalls and up to date virus detecting software;
- audits of the computer systems; and
- password access to the computer system.

### **Your rights to access information**

Under the Privacy Act, in most cases you have the right to access personal information we hold about you. If the information is incorrect, you have the right to require us to amend the information. We rely on the accuracy of the information you provide to us. If you believe or know that information we hold about you is incorrect, out of date or incomplete, please contact us on 0417 637 497 and we will make all reasonable efforts to correct the information.

Further information Should you require further information about our Privacy Policy or access to your personal information, please contact our Privacy Officer / Principal Mr John Miguel on 0417 637 497.

### **Request Not To Receive Marketing Information**

If you do not wish to receive marketing information including upcoming courses and promotional offers, please email with "Unsubscribe" in the title field.

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