

PRIVACY

HDS Australia is committed to collecting and maintaining personal information in accordance with the Privacy Amendment (Private Sector) Act 2000.

Personal information is collected and maintained for administrative and management reasons only and will not be disclosed or accessed for any other purpose. Personal information will not be released to any external person or organisation except where required by law.

Personal information maintained by HDS Australia includes:

- **Applications for Employment**

Name, address, age, phone contact, experience, qualifications.

- **Letters of Application for Specific Advertised Positions**

Personal information as above plus details of any existing employer, referees, hobbies, interests, reasons for applying.

- **Details in Employees Personal Files**

Name, address, phone contact, emergency contact, age, sex, marital status, qualifications, training certificates, counseling, discipline reports, performance appraisals, Workcover claims and related medical certificates, payroll details, superannuation details, tax file number, bank account details.

- **Payroll Records**

Name, address, phone number, rate of pay, allowances, overtime details, superannuation details, length of service, leave entitlements and requests, bank account details.

Information is collected from prospective and existing employees and maintained manually by the Operations Manager. Changes to personal information are advised to the Operations Manager who updates the records accordingly.

Payroll information is maintained on a database by the Operations Manager who is responsible for the preparation of monthly salary and contract service payments.

Any concerns or complaints relating to the use and/or maintenance of personal information should be directed to the Operations Manager in the first instance.

JOHN OLSON
Managing Director

SIMON CHARTIER
Operations Manager