

## PRIVACY STATEMENT - PROSPECTIVE EMPLOYEES & EMPLOYEES

**SCOPE:** Prospective employees and employees (referred to as "you" in this statement of AJ & MH Walter Pty Ltd as trustee of the AJ & MH Walter Family Trust trading as ANDREW WALTER CONSTRUCTIONS, and ROAD SOLUTIONS (AWC)

### 1. Information collected

AWC collects personal information about you to:

- (a) consider your application for a position at AWC
- (b) consider requests from you in relation to the day to day functioning of the employment relationship. Such requests include, but are not limited to:
  - Leave applications
  - Claims for Workers Compensation
  - Medical Information
  - Drug and Alcohol Test results
  - Salary related enquiries
  - Change of Address
  - Evidence to additional qualifications
  - Superannuation
  - Prior service details
  - Banking details

### 2. Purpose of collecting information

The purpose of collecting this information is to provide services to you as a prospective employee and to facilitate the employment relationship if you become an employee

### 3. Access to information collected

You may at any time seek to inspect your own personal file. You may request that certain information on your file be deleted or altered. Such a request will be considered and either agreed to, agreed to partially or rejected. Reasons will be given in all cases of rejection. Your request will also be added to your file. Requests for access are to be directed to the Manager HR & Admin.

### 4. Disclosure

Disclosure of relevant parts of your personal information will be made to:

- (a) appropriate employees of AWC where access to that information is relevant to the employment relationship;
- (b) organisations such as Work Cover Tasmania, Rehabilitation providers, Superannuation organisations where release of that information is relevant to the proper work of the particular organisation;
- (c) financial organisations nominated by you for the deposit of your salary;

- (d) other organisations nominated by you for other salary deductions;
- (e) Courts or law enforcement agencies as required by a summons, subpoena or other document.

## 5. Non – disclosure

We will not disclose personal information to organisations such as:

- (a) direct marketing agencies;
- (b) financial institutions seeking information in connection with a loan application etc.
  - We will provide that information to you as an employee for use as you see fit.
  - We will, however, confirm your employment with AWC to financial institutions.

## 6. E – mail

It is AWC policy to provide some staff with an e-mail account utilizing the AWC domain (awconstructions.com.au). Visibility to all accounts is provided to staff at AWC. Your e-mail address will not be provided to anyone external to AWC without your permission.

## 7. Complaints

Any complaints about improper use of personal information are to be made in writing to the Managing Director. The Managing Director will arrange for the matter to be fully investigated and will respond within 30 working days of the complaint being lodged.

- Managing Director  
AJ & MH Walter Pty Ltd  
P O Box 5  
CLAREMONT Tasmania 7011

Complaints can also be lodged with:

- Ombudsman Tasmania  
GPO Box 960  
HOBART Tasmania 7001

Telephone: 1800 001 170  
Facsimile: 03 62 338 966

## 8. Privacy Officer

The Privacy Officer is the Manager HR & Admin.

Refer matters in writing to:

- Manager HR & Admin.  
AJ & MH Walter Pty Ltd  
P O Box 5  
CLAREMONT Tasmania 7011