

ACUTEL CONSULTING

PRIVACY POLICY

POLICY STATEMENT

Acutel Pty Ltd T/A Acutel Consulting ('Acutel Consulting') respects the privacy of our clients, independent contractors and others. The protection of personal information is important to us and the law requires that personal information be protected.

This policy outlines the obligations, which Acutel Consulting has adopted in managing the personal information we hold about our clients, potential clients, independent contractors and others. It explains how we protect the privacy of your information.



DEFINITIONS

‘Client’ means a client of Acutel Consulting.

‘Independent Contractor’ means an individual who is party to a Principal-Independent Contractor Agreement with Acutel Consulting.

‘Personal Information’ is information relating to an individual or organisation, which can be used to identify that individual or organisation.

‘Potential Client’ means an individual or organisation we may market our services to.

‘Prospective Independent Contractor’ means an individual we may seek to enter into a Principal-Independent Contractor Agreement with.

‘Suppliers’ means suppliers of goods and services to Acutel Consulting.

WHY DOES ACUTEL CONSULTING COLLECT PERSONAL INFORMATION?

Acutel Consulting collects personal information in order to conduct our business, to provide and market our services and to meet our legal obligations.

WHAT INFORMATION IS COLLECTED?

The type of information we may collect and hold includes but is not limited to personal information about:

- Our independent contractors, our clients, business associates and potential clients and their employees;
- Suppliers and their employees; and
- Prospective independent contractors.

WHAT KINDS OF PERSONAL INFORMATION DO WE COLLECT?

In general, the type of personal information Acutel Consulting collects and holds includes but is not limited to:

- Names (of individual or organisation, including ABN or ACN where applicable);
- Addresses;
- Contact details;
- Occupations;

- Professional Qualifications (in the case of Independent Contractors);
- Professional Memberships or Affiliations;
- Bank Account Details (in the case of Independent Contractors);
- Tax File Numbers (in the case of Independent Contractors, where applicable);
- Superannuation Fund Details (in the case of Independent Contractors, where applicable); and
- Other information

which assists us in conducting our business, providing and marketing our services and meeting our legal obligations.

HOW DO WE COLLECT PERSONAL INFORMATION?

Personal information you provide

Acutel Consulting will generally collect personal information by way of forms filled out by people, face to face meetings, interviews, business cards, telephone conversations and from third parties.

Personal information provided by other people

In some circumstances, Acutel Consulting may be provided with personal information about an individual or an organisation from a third party, for example, a referral from another person.

Website Collection

Acutel Consulting may collect personal information from our website www.acutel.com.au through our emails. From time to time, we may also use third parties to analyse traffic at our website, which may involve the use of cookies. Information collected through such analysis is anonymous.

HOW MIGHT WE USE AND DISCLOSE YOUR PERSONAL INFORMATION?

Acutel Consulting will not collect or monitor personal information about you without your consent unless we believe it is necessary: -

- because it is required by law;
- to provide you with a requested service;
- to protect our rights or property; or
- to lessen a serious threat to a person's health or safety.

Acutel Consulting will only use and disclose your personal information for the primary purpose for which it is collected, for reasonably expected secondary purposes, which are related to the primary purpose and in other circumstances, which may be authorised by law.

In general, we use and disclose your personal information for the following purposes:

- To conduct our business;
- To provide and market our services;
- To communicate with you;
- To purchase from you;
- To assist in complying with our legal obligations; and
- To help us manage and enhance our services.

TO WHOM MIGHT WE DISCLOSE YOUR PERSONAL INFORMATION?

We may disclose your personal information to:

- In the case of independent contractors to the Australian Taxation Office.
- In the case of clients to our independent contractors who may be engaged from time-to-time to undertake work on your behalf.
- Anyone else to whom you authorise us to disclose it.

We also collect personal information from these organisations and individuals and deal with that information in accordance with this policy.

WHO CAN ACCESS OUR RECORDS?

The only party authorised to access our records is the Managing Consultant, Mr Scott Bailey-Stewart. However other parties may have authorised access from time to time. Such access is only with the written consent of Mr Bailey-Stewart.

You have a right to seek access to information, which we hold about you, and you have the right to ask us to correct information about you that is inaccurate, incomplete or out of date. You can not have access to information, which we hold about others.

Before access to personal information is granted to you we will require you to verify your identity and to specify what information you require. In some circumstances a fee may be charged for providing access. We will however advise you of the likely cost in advance if this is to apply.

SENSITIVE INFORMATION

Some personal information, which we collect is 'sensitive information'. Sensitive information will include, for example, tax file numbers and bank account details.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise in writing, or where certain other limited circumstances apply, eg where required by law.

MANAGEMENT OF PERSONAL INFORMATION

At all times we take reasonable steps to protect the security of personal information. Acutel Consulting personnel are required to respect the confidentiality of personal information and the privacy of both individuals and organisations.

Acutel Consulting takes reasonable steps to protect personal information held from misuse and loss and from unauthorised access, modification or disclosure.

Where we no longer require your personal information for a permitted purpose, we will take reasonable steps to destroy it.

HOW DO WE KEEP PERSONAL INFORMATION ACCURATE AND UP-TO-DATE?

Acutel Consulting endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. We encourage you to contact us in order to update any personal information, which we hold about you. Our contact details are:

Mr Scott Bailey-Stewart
Managing Consultant
Acutel Consulting
PO Box 200
ROSNY TAS 7018

Phone: 1300 886 097
Fax: 1300 886 087
Mobile: 0417 384 825
Email: scott.bailey-stewart@acutel.com.au

ACCESS TO THIS POLICY

Upon request, a copy of this policy can be provided to you at any time. Alternatively it can be viewed on our website at www.acutel.com.au

RESOLUTION OF YOUR CONCERNS

If you have a query or complaint about how your personal information is collected, please contact Mr Scott Bailey-Stewart.

UPDATES TO THIS POLICY

This policy will be reviewed from time-to-time to take into account applicable legislative developments.