

Document Number: POL-0030

Issue Date: 11 August 2003

Revision Date: 10 August 2004

Revision No: 1

NECA GROUP TRAINING

Page 1 of 3

PRIVACY POLICY STATEMENT

YOUR RIGHTS TO PRIVACY

We at NECA Group Training understand the importance of protecting your rights to privacy and have therefore prepared this statement to help you understand how we aim to protect the privacy of your personal information.

In this document we outline what details we keep about you and why we need these details. The Privacy Act from 21 December 2001 includes laws that regulate the way private organisations, like NECA Group Training, handle personal information, including very sensitive information such as banking and tax details.

This privacy policy does not apply to parties that may be linked or associated with our website. Those website owners are responsible for the privacy of the information they collect and should be contacted directly for details of their privacy policies.

The Act contains 10 National Privacy Principles that regulate, among other things, how organisations collect, store and protect the quality of personal information. Also, how these organisations should use and share personal information with other organisations. The National Privacy Principles form part of all our procedures and policies and the way our employees and host trainers information is administered.

WHAT PERSONAL INFORMATION WILL NECA GROUP TRAINING KEEP ABOUT ME?

NECA Group Training collects personal information from its prospective employees, current employees and Host Trainers.

The prospective employee or current employee

We may collect/or have as part of our employment records some or all of the following information:

- Your name and contact details
- Date of birth and residency
- Qualifications, work history, resume and application forms
- Bank account details
- Information about your hobbies and interest
- Health information relevant for your employment
- Information relevant for your employment

Information collected from Host Trainers (electrical contractors) includes;

- Registered business name, address and contact details
- ABN
- Number of qualified trades persons
- Public Liability Insurance details

BOARD APPROVAL DATE:.....

VERIFIED BY:..... Name:

Title:.....

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NECA GROUP TRAINING

Page 2 of 3

NECA Group Training collects personal information when a person wishes to show an expression of interest by lodging their forms on the web or sending the information to NECA Group Training.

RISKS OF USING THE INTERNET

You should note that there are security risks in transmitting information via the Internet. You should assess these potential risks when deciding whether to use our on-line services. If you do not wish to transmit information via the NECA Group Training website, there are other ways in which you can provide this information, such as by mail, telephone or on-site visit.

WEBSITE INFORMATION

The NECA Group Training website is 'cookie' free, which means we will not send you any unsolicited information after you have accessed our website.

We will not try to identify users or their browsing activities except, in the event of an investigation, where a law enforcement agency may exercise a warrant to inspect the service provider's logs.

WHY DOES NECA GROUP TRAINING NEED MY PERSONAL INFORMATION?

The personal information NECA Group Training collects about you enables NECA Group Training to correspond with you and is necessary for employment records and conducting business associated with your employment.

If you choose not to provide your personal information, it will mean that we will not be able to provide employment to you.

WHAT RIGHTS DOES NECA GROUP TRAINING HAVE TO DISCLOSE PERSONAL INFORMATION ABOUT ME?

Usually, we must get your consent before we tell anyone about you, your wages history or your employment history. You can give us your consent expressly in writing.

Sometimes the law requires us to give out information about you. For example, we must tell the Australian Tax Office how much tax we withheld from your wages. Another example is giving your wages details to a court if we are ordered to do so under a subpoena.

There are other organisations that we may provide your information to. Examples of these are:

- **NESS - New South Wales Electrical Superannuation Scheme.** The Australian Administration Services Pty Ltd (AAS) collects and uses your details. The AAS administers NESS on behalf of its Trustees.
- **Auditors - A registered Auditing organisation appointed under contract by NECA Group Training to ensure NECA Group Training are complying with accounting standards and regulations with its accounting and bookkeeping practices.**
- **Any other third party who it is reasonable to provide information to in the course of administering the NECA Group Training employment.** e.g. Australian Business Employment Network - process the paperwork to establish an apprenticeship.

Wages and pay details will be disclosed only to the employee at their request and only given in writing to their address or they can be collected from the office on request. We will not disclose your wages or pay details to financial institutions or any third parties.

Document Number: POL-0030

Issue Date: 11 August 2003

Revision Date: 10 August 2004

Version No: 1

NECA GROUP TRAINING

Page 3 of 3

CAN I SEE THE PERSONAL INFORMATION NECA GROUP TRAINING HAS ABOUT ME?

Under the National Privacy Principles, you have a right to know what information is held about you and you are entitled to see this information to ensure it is correct. To obtain this information, please telephone NECA Group Training and make an appointment to visit or have the information posted to you. The Privacy Act gives limited circumstances in which some or all access to this information may be denied. If this applies to you, NECA Group Training will explain this to you when you request the information.

HOW DOES NECA GROUP TRAINING PROTECT THE SECURITY OF YOUR INFORMATION?

We take all reasonable steps to protect your personal information from misuse, loss, unauthorised access, modification or disclosure. We have physical, electronic and procedural safeguards to protect your information that is held by us. For example, your personal information is stored in secured office premises, in electronic databases requiring logins and passwords for access. Access to information stored electronically is restricted to staff whose job purpose requires access. We require all staff to maintain the confidentiality of employee information.

Any visitor, for any purpose, to any part of our premises in which personal information is kept, is required to be met at reception or be accompanied by a member of staff while in the premises. We use secure methods to destroy personal information as soon as the law permits provided the information is no longer needed by us for any purpose. Ordinarily, for information about a particular employee, we destroy the information seven years from the date of employment.

HOW CAN I CONTACT NECA GROUP TRAINING?

If you want further information on how NECA Group Training handles personal information, or if you want to complain about a possible breach of privacy, please contact NECA Group Training in one of the following ways:

- By phone on 9744 2754 and speak to the Group Scheme Manager
- Write to: NECA Group Training, P.O. Box 1106, Burwood, N.S.W. 2134
- Or Visit: Level 3, 28 Burwood Road, Burwood N.S.W. 2134
- By Fax: on 02 9715 1009