

## Privacy Policy

### 1 Statement

EMM Consulting Pty Limited (EMM) is subject to the National Privacy Principles in the Privacy Act 1988. The principles set out in this Privacy Policy apply to any personal information you provide to us or under any agreement or arrangement we may have with you as well as to information which we may collect about you from other sources.

### 2 Collection of personal information

Personal information is usually collected directly from you over the telephone, via mail and email correspondence, uploaded by yourself (or us on your behalf) into intelliHR, by you accessing our website or when you have contact with us in person.

EMM collects personal information for the following purposes:

- To provide you (as a client) or your organisation with professional advice and other services.
- To make offers of employment or for purposes associated with your employment.
- To receive services or products from you or your employer.
- To advise you of developments within our areas of expertise and service.
- To undertake marketing activities associated with the provision or enhancement of our services.

This personal information may include your name, date of birth, mailing address, telephone number and e-mail address. In some circumstances, we may also collect potentially sensitive personal information such as your areas of interest in our services, the nature of your work and employer type or your membership of professional or industry associations.

We may collect personal information about you from a third party. Such sources could include a company for whom you work, other organisations with whom you have any dealings, a credit reporting agency, an information service provider or from a publicly maintained record.

When you visit the website of EMM, our server attaches a small data file called a "cookie". Cookies are pieces of information that may be transferred to your computer's memory when you visit a website for record keeping purposes. Most Web browsers are set to accept cookies. However, if you do not wish to receive any cookies you may set your Web browser to refuse cookies. We do not link this information back to your identity or other information that you have provided to us. We do not store any information that identifies you inside cookies.

### 3 Information provided about other people

If you provide personal information to us about someone else, you must ensure that you are entitled to disclose that information to us and that, without us taking any further steps required by privacy laws, we may collect, use and disclose such information for the purposes described above.

## 4 Sensitive information

We do not collect sensitive information (personal information about an individual's racial or ethnic origin, political opinions or membership of a political association, religious beliefs or affiliations, membership of a professional or trade association, beliefs, membership of a trade union, sexual preference or practices, criminal record, or health information) without your consent.

## 5 Confidentiality and access to information

We have a duty to maintain the confidentiality of our clients and employees' affairs, including personal information and will not disclose personal information without permission or unless compelled by law.

We will, on request, and in a reasonable time, provide you with access to the personal information we hold about you unless there is an exception which applies under the Privacy Act such as where we have a legal duty of confidentiality or non-disclosure as mentioned above. We will provide you with reasons for any refusal to supply you with information and inform you of any exceptions relied upon under the Privacy Act.

## 6 Keeping information up-to-date

We take reasonable steps to ensure that your information is accurate, complete, and up-to-date whenever we collect or use it. If any of the personal information we hold about you is inaccurate, please contact us immediately and we will rectify.

## 7 Security and personal information

Your information may be stored either in hard copy documents or as electronic data in our computers or data systems, cloud servers. We take reasonable measures to minimise the risk of any misuse or loss of information and to protect it from unauthorised access. Such measures include physical means of protecting hard copy documents within secured filing systems, controlling access to data using passwords, firewalls, secure "tunnels" and access permission control systems.

## 8 Changes to our privacy policy

EMM reserves the right to change our privacy policy at any time. We may notify you about changes to our company's Privacy Policy by posting an updated version on our company's website.

## 9 Further information

Enquiries or comments about this policy or its operation should be directed to the Executive Leader – People, Culture and Safety or Chief Executive Officer on 02 9493 9500 or via mail to PO Box 21, St Leonards NSW 1590.



**Liz Webb**  
Chief Executive Officer