

Privacy Act 2000 Policy

As at 21st December 2001 under "Privacy (Private Sector) Amendment Act 2000" Bardavcol has a commitment to comply with all aspects of this new legislation and advise that all personal information provided to our company shall be used for standard company procedure only and at all times complying with the 13 Australian Privacy Principles (APP's).

At no time shall personal information be disclosed for a secondary purpose unless required or authorised by law.

NPP 1	Collection	All personal information collected shall be used for company procedure only and shall be available upon request.
NPP 2	Use & Disclosure	At no time shall personal information be disclosed to another person or for a secondary purpose unless required or authorised by law and at the same time records shall show to whom information was given. For all other purposes personnel consent will be obtained first.
NPP 3	Data Quality	All reasonable steps will be taken to make sure that the personal information collected, used or disclosed is accurate, complete and up to date.
NPP 4	Unsolicited Information	Ensure that information received is afforded appropriate privacy protection, even where the entity has not solicited the personal information .
NPP 5	Openness	On request reasonable steps will be taken to advise generally what sort of information is held, for what purpose it has been collected, how the data is stored, and who the information may be disclosed to.
NPP 6	Use of Personal Information	All personal information held on an individual is available at any time upon request by the individual except to the extent where the information: <ul style="list-style-type: none"> • Poses a threat to life or health of any individual. • Provides an unreasonable impact upon privacy of other individuals. • The request is frivolous or vexatious
NPP 7	Identifiers	All identifier numbers held on file (eg: Super Membership No. Bank Account Details) shall not be disclosed to any other persons or organisations.
NPP 8	Anonymity	Where lawful and practicable individuals have the option of not identifying themselves when entering transactions with an organisation.
NPP 9	Trans-border Data Flow	Personal information shall not be sent out of the country without prior consent of an individual.
NPP 10	Sensitive Information	Sensitive Information about an individual shall only be collected if the individual has consented, or collection is required by law, a threat to life or health. if at any time health information is collected reasonable steps will be taken to permanently de-identify the information before information is disclosed.
NPP 11	Security	All reasonable steps will be taken to protect personal information being held from misuse, interference and loss, and from unauthorised access, modification or disclosure.
NPP 12	Access	Allow you access to your personal information when you request it, except where the law allows them to refuse your request
NPP 13	Correction	The right to correct the personal information we hold about you if it is; inaccurate, out of date, incomplete, irrelevant or misleading

A full copy of the National Privacy Principles is available upon request or can be found on the privacy web-site at www.privacy.gov.au.



Darren Foster
Executive Chairman