



MODERN MOTOR TRIMMERS

Privacy Policy

POL MMT HR 0007

Last Reviewed

Gavin Maher

Next Review

22 September 2024

Modern Motor Trimmers acknowledges and respects the privacy of individuals and will operate in accordance with the Privacy Act 1988 as amended. This Policy extends to cover all operations and functions of Modern Motor Trimmers.

Modern Motor Trimmers will not collect all personal information unless the information is necessary for its business purposes. Collection of personal information will be fair, lawful and non intrusive. Modern Motor Trimmers will only collect sensitive information with the individual's consent or as required by law. Personal information will only be used for the purposes for which it was collected.

These include:

- Candidate information submitted and obtained from a Candidate and other sources in connection with applications for employment
- Candidate information submitted and obtained from a Contractor and other sources in connection with applications for contracting projects/assignments
- Employee personal information collected during the term of employment
- Information submitted and obtained in relation to absences from work due to leave, illness and other causes
- Information obtained to assist in managing client and business relationships
- Information submitted and obtained in relation to Compensation Claims and Injury Management

All reasonable safeguards will be maintained to protect personal information against unauthorised access, alteration, disclosure, misuse or loss. In addition, only authorised personnel shall have access to personal information.

Upon request, individuals may access their personal information and notify Modern Motor Trimmers of any changes, modification or correction by contacting the Human Resources Department. A written request may be required to access this information.

Garry Spouge

MANAGING DIRECTOR