

Privacy Policy



Aim

- To protect employee and client personal information in a manner that is fair, lawful and non-intrusive
- To ensure information is only used for the intended purpose
- To ensure the safety of company information



SMH Equipment Commitment

- Only use or disclose information for the purpose for which it was collected.
- Protect information from misuse, loss, unauthorised access, modification or disclosure.
- Collect information which is necessary to perform business and human resource transactions at the consent of the employee or client.



Employee Expectation

- To not misuse, lose, modify or disclose employee or client information.
- To not allow unauthorised persons to access employee or client information.
- To adhere to the company policy.

1. PURPOSE

The purpose of this policy is to outline our commitment and obligation regarding how we manage personal information within our business.

2. SCOPE

This policy applies to;

- All employees of SMH Equipment, inclusive of but not limited to, fulltime, casual, part time or contractors.
- All clients of SMH Equipment's
- All suppliers of SMH Equipment's

3. POLICY STATEMENT

SMH Equipment has adopted the Australian Privacy Principles contained in the Privacy Act 2009 QLD.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au

When personal information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify that personal information. However, most of the personal information is or will be stored in client files which will be kept by us for a minimum of 7 years.



Steve Heyne
Managing Director
SMH Equipment