



Trading name of RSS Australia Pty Ltd
A.C.N: 085 120 958

RSS Privacy Policy

It is the policy of RSS Australia Pty Ltd to conduct its management of personal information such that it complies with the Australian Privacy Principles:

- Only necessary personal information will be collected and held.
- Staff personal information shall be kept in confidential paper and electronic files kept on premise or in secure cloud services.
- Purposes for which we collect, hold and disclose personal information for matters relating to staff employment, payment, notifications, communication with Government bodies such as the Australian Taxation Office and to form part of leave entitlement records.
- Each individual may access their own personal information held at RSS and may seek corrections to any information they believe is incorrect. Access to an individual's personal records will be via a request verbally or in writing/email to the responsible manager or the RSS Managing Director. Paper based records will be held in secured filing systems and online records will be held on the company's secured server protected by a secure password available only to the responsible manager.
- An individual may complain about a breach of the Australian Privacy Principles, through the RSS Disputes & Mediation procedure RSS-112 AD.
- Unless requested by a checked overseas Government body, your information will not be provided to an overseas entity.

In order to support this policy, I will ensure that RSS Australia Pty Ltd will comply with all relevant legislation and statutory requirements, industry standards and practices and will provide adequate resources to meet these requirements.

Signed:

A handwritten signature in black ink that reads 'Karl Procter'.

Date: 19/02/2020

Karl Procter

Director