

SureVision
Privacy Policy



Overview:

SureVision & its controlled entities take seriously the Privacy of:

- the employment relationship between SureVision or its controlled entities and the individual and
- an employee record held by SureVision or its controlled entities,
- any contract and /or agreement between SureVision or its controlled entities and a supplier/contractor

SureVision & its controlled entities treat the handling of your personal information very seriously. Accordingly, the purpose of this policy is to ensure the protection of your privacy in relation to the handling of your personal information.

Collection of Personal Information – Employees

Personal information may be collected during the recruiting process and throughout your employment with SureVision or its controlled entities. This personal information may be disclosed to other areas within the business for administrative purposes and for the progression of your application. All confidential information will be used for legitimate purposes in accordance with relevant legislation.

Personal information includes information relating to:

- the engagement, training, disciplining or resignation of the employee;
- termination of the employment of the employee;
- terms and conditions of employment of the employee;
- employee's personal and emergency contact details;
- employee's performance or conduct;
- employee's hours of employment;
- employee's salary or wages;
- employee's membership of a professional or trade association;
- employee's trade union membership;
- employee's recreation, long service, sick, personal, maternity, paternity or other leave; and
- employee's taxation, banking or superannuation affairs.

All reasonable attempts will be made to keep this information relevant, complete and current. You must ensure that any personal information provided is accurate and current.

Your Responsibilities

Considering the above objective, every employee is responsible for the appropriate handling of such information and to prevent unlawful disclosure.

If you have access to this information or any personal information belonging to another employee or a client of SureVision or one of our controlled entities, you must ensure that you maintain the confidence of any confidential information that you have access to, or become aware of, during your employment and will prevent its unauthorised disclosure or use by any other person.

You will not use the confidential information for any purpose other than for the relevant and related Employer processes during or after your employment. Any action in breach of this policy may result in disciplinary action being taken.

Collection of Personal Information – Suppliers/Contractors

Any information collected in relation to employees, representatives of any of our suppliers and or contractors will have the same standards and tests applied as per employees of our business.

This information be it confidential or otherwise, will only be used for the purposes of our commercial arrangement and or engagement.