



## PRIVACY POLICY

Harding's Group acknowledges and respects the privacy of individuals. Harding's Group is bound by the Australian Privacy Principles (APPs) in the Privacy Act 1988 (Cth). This policy sets out how Harding's Group collects and manages your personal information and how to access and correct your personal information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at [www.oaic.gov.au](http://www.oaic.gov.au)

### Collection of Personal Information

Harding's Group collects personal information that is reasonably necessary for, or directly related to, its functions and activities. We will only use and disclose your personal information for the purposes it was collected, or otherwise in accordance with the Privacy Act.

The type of personal information we may collect includes, but is not limited to:

- identification information – *such as name, date of birth, gender, occupation and/or job title of current or last known employer and/or information from, identification documentation*
- contact information – *such as home/ business address, email address, telephone numbers, emergency contact*
- sensitive information – *such as health information, and information about ethnicity, political opinions, religious beliefs, sexual preference, criminal records, memberships to associations/unions (provided on an optional basis)*
- government related identifier – *such as licence number, Medicare number, tax file number*
- photographic images and/or pictorial representations

### Management of Personal Information

Harding's Group typically stores your Personal Information in hard copy and electronic form. We may engage third party providers to host Personal Information, which may result in storage of Personal Information in countries other than the country where it was collected.

Harding's Group will take the reasonable steps in the circumstances to protect the information from misuse, interference, and loss, and from unauthorised access, modification, or disclosure.

Harding's Group will take the reasonable steps to destroy the personal information or to ensure that the information is de-identified, if the information is no longer required for functions and activities to which it was collected for, or is not contained in a Commonwealth record, or is not required by or under an Australian law, or a court/tribunal order, to retain the information.

### Access and Correction of Personal Information

We will provide you with access to the Personal Information held by us unless we are permitted by applicable law to refuse to provide you with such access. We will respond to all requests for access and/or correction within a reasonable time. If we refuse your request for access to information, we will provide you a written notice explaining our reasons for that refusal.

Please contact us via the details below if you:

- a. wish to have access to the Personal Information which we hold about you
- b. wish to seek correction of the Personal Information which we hold about you as you consider it is not accurate, complete, or up to date or
- c. require further information on our Personal Information handling practices

#### Hardings Group (TAS) Pty Ltd

30 Industrial Drive Ulverstone, 7315

03 6425 7557 | [admin@hardingsgroup.com.au](mailto:admin@hardingsgroup.com.au)

### Complaints

If you have a complaint about the way in which we have handled any privacy issue, including your request for access or correction of your Personal Information, you should advise us via the contact details listed above.

A handwritten signature in black ink, appearing to read "Nic Broomhall".

Nic Broomhall  
Chief Executive Officer

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