



POLICY AND GUIDANCE

 Do not Photocopy

 Document Sharing: **Unrestricted**

 Data Sensitivity Classification: **Protected**

Title:	Privacy Policy
Effective Date:	1 Feb 2023
Version Number:	V2
Owner:	Head of Technology
Review Date:	31 May 2023

PRIVACY POLICY

1. We respect everyone's privacy

- a) I AM HELIUM PTY LTD respects your right to privacy and is committed to safeguarding the privacy of our customers and website visitors. We adhere to the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). This policy sets out how we collect and treat your personal information.
- b) "Personal information" is information we hold which is identifiable as being about you.

2. Collection of personal information

Personal information may be collected during your employment, including during the recruitment process.

Personal information can include details relating to your:

- a) recruitment, performance, discipline, resignation or termination;
- b) terms and conditions of engagement;
- c) personal contact details;
- d) hours of work or remuneration;

- e) membership of a professional or trade association or trade union;
- f) leave entitlements; and
- g) banking, taxation or superannuation details.

We may also access or collect any computer, internet, phone, or other records or information that has been created or accessed during the course of your employment using company equipment or resources.

We may also collect information relating to your health or personal circumstances, where this is disclosed and relevant to your role, such as where a nominated treating doctor has disclosed restrictions on an employee's ability to perform certain tasks for their safety.

3. Collection of client's information

Personal information may be collected during proposal, contract, or during a project.

Please note that we would collect and store the following data:

1. Terms and conditions of engagement.
2. **Emergency contract personnel, signatories:**
 - a. Name
 - b. Email address
 - c. Phone number
3. **Project manager and relevant team members':**
 - a. Name
 - b. Email address
4. Accounts details for billing purposes
5. May store personal details that are submitted by clients as part of audit report.
6. May collect and store user and personal data as part of project requirement with written permission from the client or through contract or formal agreement.

Please note that we are not responsible for any personal information of our client that is publicly available.

4. Management of records

For employees:

The primary purpose for collecting this information is to maintain your records and adequately manage your employment circumstances, salary and superannuation details.

For our clients:

The primary purpose for collecting this information is to ensure adequate communication and meet business requirements. We will only retain your personal information for as long as it is required for the reason of collection is valid or upon your request to destroy, or where we are otherwise required to retain this information for the duration subjected by law.

- a) The Company will take all reasonable steps to ensure that any personal information collected is stored in a secure manner, regardless of whether it is collected or stored in electronic or paper format. We will ensure that such information is protected from unauthorised disclosure and will only share such information for purposes related to the management of your employment circumstances, or where legally required to do so.
- b) You may request access to, including correction where applicable, to any records regarding your employment, unless this would unreasonably impact on the privacy of others, or breach the Company's legislative obligations.
- c) I AM HELIUM PTY LTD may contact you by a variety of measures including, but not limited to telephone, email, sms or mail.

5. Disclosure of your personal information

- a) We may disclose your personal information to any of our employees, professional advisers, agents, suppliers or subcontractors so far as reasonably necessary for the purposes set out in this Policy.
- b) We may from time to time need to disclose personal information to comply with a legal requirement, such as a law, regulation, court order, subpoena, warrant, in the course of a legal proceeding or in response to a law enforcement agency request.

6. Security of your personal information

(a) I AM HELIUM PTY LTD is committed to ensuring that the information you provide to us is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable and managerial procedures to safeguard and secure information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.

7. Access to your personal information

- a) If you would like a copy of the information, which we hold about you or believe that any information we hold on you is inaccurate, out of date, incomplete, irrelevant or misleading, please email us at security@iamhelium.com.au.
- b) We reserve the right to refuse to provide you with information that we hold about you, in certain circumstances set out in the Privacy Act 1988.

8. Complaints about privacy

If you have any complaints about our privacy practises, please feel free to send in details of your complaints to security@iamhelium.com.au. We take complaints very seriously and will respond shortly after receiving written notice of your complaint.

9. Employee Obligations

Employees must also take their obligations under the Privacy Act 1988 seriously.

You must ensure that you handle any employee or client personal information in accordance with the Privacy Act and do not disclose it unlawfully. This includes ensuring that any personal information you encounter during your employment is kept private and used only for a proper purpose.

Breaches of this policy are taken seriously and disciplinary action, including but not limited to termination, may be taken for such breaches.

If you have any questions about this policy or would like further information, please contact security@iamhelium.com.au

10. Changes to Privacy Policy

Please be aware that we may change this Privacy Policy in the future. We may modify this Policy at any time, in our sole discretion and all modifications will be effective immediately upon our posting of the modifications on our website.

Please check back from time to time to review our Privacy Policy or reach out to security@iamhelium.com.au if you have any questions
