



**Human Resources Policies and Procedures**

Document Reference 2.2.3  
Date of Issue 11 April 2018  
Reviewed Date 06 April 2018

Page 1 of 2  
Version Number 4

**Privacy**

The Chevron Glass Group Privacy policy applies to personal information collected and held by the Chevron Glass Group and the people employed or engaged by the Chevron Glass Group. The Chevron Glass Group is concerned with the protection of your privacy. We are bound by the Australian Privacy Principles (APPs) included in the Privacy Act 1988 in the way we must handle, use and manage personal information.

In this policy personal information is used to describe any information or opinion about an individual whose identity is apparent or can be reasonably ascertained from the information or opinion and may include name, address and / or date of birth.

In this policy sensitive information is used to describe personal information relating to racial or ethnic origin, religious or philosophical beliefs, sexual orientation, political affiliations, disabilities and medical conditions.

**Purpose of collecting personal / sensitive information**

Personal information - this will only be collected if it is required for a lawful purpose directly related to a business function or activity of the Chevron Glass Group, or if the collection of the information is required by law.

The Chevron Glass Group will take all reasonable steps to ensure that personal information collected and held by the Chevron Glass Group is accurate, authentic and reliable.

Sensitive information - The Chevron Glass Group will only collect sensitive information as required by law or with the consent of the individual. Sensitive information disclosed in confidence to an individual will remain confidential.

**Storage and use of personal information**

The Chevron Glass Group will take reasonable steps to ensure that personal information is protected by all reasonable safeguards against loss, unauthorised access, use, modification, disclosure or any other misuse.

Any loss of personal information as a result of a data breach must, by law, be reported to the Australian Cybercrime Online Reporting Network (ACORN) by IT personnel. The Chevron Glass Group will attempt to immediately notify any individual(s) affected by a reported data breach.



**Human Resources Policies and Procedures**

Document Reference 2.2.3  
Date of Issue 11 April 2018  
Reviewed Date 06 April 2018

Page 2 of 2  
Version Number 4

**Privacy**

The Chevron Glass Group will ensure that personal information is kept for no longer than is necessary for the purposes for which it may be lawfully used. The Chevron Glass Group will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information may be used or disclosed.

**Information used in the application for employment**

The Chevron Glass Group undertakes to shred unsuccessful candidate's application after a period of 12 months.

Any information provided to the Chevron Glass Group during the application process will only be used for the purposes of recruitment, selection, and if successful, on-going employment.

**Access to records**

The Chevron Glass Group will take reasonable steps to allow an individual to access the personal information it holds about them, and to correct inaccurate information as appropriate.

**Use and disclosure of personal information**

Personal information collected and held by the Chevron Glass Group will only be accessed and used by authorised personnel as required in the fulfilment of their duties. Information may be disclosed in the following instances:

- With the individual's consent, or
- To reduce or avoid a threat to an individual's life, health or safety, or a serious threat to public health or safety or
- When the disclosure is required or is specifically authorised by law, or
- As required by law to government and / or statutory departments, such as Centrelink, the Department of Immigration and Multicultural Affairs, the Australian Taxation Office, the Child Support Agency and WorkCover Corporation.

**Disclosure of personal information to credit agencies**

Any credit agency wishing to obtain personal information for the purposes of assessing credit risk, must request this information in writing through the Chevron Glass Group Head Office.