Privacy and Confidentiality Policy

MGTD Pirii is committed to and supporting the Privacy Act 1988 and the Australian Privacy Principles contained in Federal and State Privacy laws.

It is required, in the normal course of business activities, for MGTD Pirii to collect private information about organisations or individuals. MGTD Pirii shall ensure to the highest extent that is practicable, that:

- The information is obtained in a fair and lawful manner with the full knowledge of the individual or organisation
- The information obtained is factual, accurate and up to date
- The information is retained in a secure manner and when no longer required, will be disposed of in a secure manner
- Information will be used only for the purpose(s) for which it was obtained and disclosure to another party will only be done once permission from the person has been received

Individuals and organisations providing information to MGTD Pirii will be made aware of:

The purpose for which the information is required and how it will be used:

- Who the information will be made available to
- How they can access, correct and update their information
- Their rights and obligations should a situation arise whereby they believe that their privacy has been infringed

This policy shall apply to all employee records including pre-employment information, medical information, information obtained from referees and previous employers. All company personnel shall be aware of and required to comply with the principles outlined in this policy.

This policy and our HSEQ Management System will be regularly reviewed by senior management to ensure continued effectiveness and improvement.

Signed: 

Michael Gray
CEO / Director

Date: 9/07/2014