

## 1. Introduction

Australian Payroll Solutions Pty Ltd (“us”) recognizes the importance of privacy and is committed to ensuring the privacy of all client information. In accordance with the *Privacy Act 1988* (Cth) and the National Privacy Principles, our policy for dealing with any personal information that you disclose to us is explained below.

## 2. Personal information

Personal Information will be information supplied and collected by our clients from their employees and subcontractors for the purposes of engaging and fulfilling the terms of the employment contract or contracts for services and making payments as between our clients and third parties.

The personal information may include the names addresses contact details, bank accounts, tax file numbers superannuation schemes and insurance policies and financial information including amounts and directions for payments and other instructions concerning wages, salaries, remuneration and emoluments.

We will be acting as agent of our client in accessing the personal information provided by our client. All information will be provided by third persons direct to our client, and the client is responsible for verifying and maintain accuracy and currency of all personal information provided to us.

In the event of persons contacting us about personal information we hold, we will not alter or amend or update any personal information without the authority instruction or approval of our client.

## 3. Use and Disclosure of Personal Information

Personal information and access to personal information provided to Australian Payroll Solutions Pty Ltd will only occur pursuant to a contract engaging us for the provision of services to the particular client providing the personal information.

Any such contract of engagement for services will contain confidentiality clauses applying to us.

Any Personal information accessed by us will be used only by Australian Payroll Solutions Pty Ltd, and only for the purposes of discharging the contract and performing the contracted services for the benefit of our client accurately and upon the terms contracted. All or any information will belong to the client at all material times, and be treated in the strictest confidence at all times by us.

We will not sell, copy, publish, market or otherwise deal with or replicate the personal information as if it were our own or belonged to us.

We do engage other companies to provide IT, software and data storage services on our behalf in a secure environment, which may be offshore, and may result in them having capacity to access our system or hold data containing personal information from time to time. To the extent that occurs, such other third parties will only have access to the information upon strict contract terms agreed with us, which include terms affirming the information belongs to our client, and containing obligations of strict confidentiality and maintenance of security and privacy upon terms consistent with this policy.

The retention and storage of any data or information is solely for the purposes of providing the services accurately and reporting to our client, and we and our employees subcontractors and suppliers must not use supplied personal information for any other purposes whatsoever.

Upon termination of the contract to provide services, Australian Payroll Solutions Pty Ltd will delete or remove any personal information, and ensure that personal information is deleted and removed from all backups or storage located in the secure environments.

## **4. Quality of Personal Information**

Our goal is to take all reasonable steps to ensure that personal information is accurate, complete and up-to-date. If you believe that the information we have about you is not accurate, complete or up-to-date, contact us *by email [accounts@australianpayrollsolutions.com.au](mailto:accounts@australianpayrollsolutions.com.au) or (07) 5511 7581* and all reasonable efforts will be made to verify and correct Personal information with the client.

## **5. Personal Information Security**

Australian Payroll Solutions Pty Ltd is committed to keeping your personal information secure.

## **6. Access to Personal Information**

Please contact our Account Manager should you wish to confirm the personal information that we hold about you.

## **7. Further Information**

If you would like further information about how we handle your privacy, or the technical details of the secure environment in which we operate, please contact Australian Payroll Solutions on the following details. Phone (07) 5511 7581 / Email [accounts@australianpayrollsolutions.com.au](mailto:accounts@australianpayrollsolutions.com.au) / Post 1/9 John Lund Drive, Hope Island, QLD, 4212 / Website [www.australianpayrollsolutions.com.au](http://www.australianpayrollsolutions.com.au)