



## Privacy Act - 2006

Although Computer Frameworks does not fall into the category of "organisation" under the Privacy Act, this company does contract out to businesses that do fall into that category, and is, on occasion, under contract to a Commonwealth Government body. Therefore, we are required to comply with the Federal Privacy Act of 1988 and all the additional stipulations including, though not limited to, the amended National Privacy Principles 2001. This document is in compliance in that; it ensures the individual is aware of all matters listed in sub-clause 1.3 of the NPP. This document also satisfies the guidelines set out in the Federal Privacy Act Section 5.1.

1) We only collect personal information that is necessary to the organization, which is in accordance with section 1.1 of the National Privacy Principals. We ensure that the individual from whom the information is procured is aware of all matters listed in IPP 2. Some examples of the kind of personal information we collect is; past employment records, educational transcripts and accounts information.

2) We collect this information in lawful, fair and by reasonably unobtrusive means in accordance with 1.2 of the NPP.

3) We use the personal information collected for purposes agreed upon by both parties (NPP 2.1). We disclose said information to additional parties only with the permission of the individual (NPP 2.1). With the exception of litigious circumstances that directly affect both this company and/or the individual (IPP 11). In this instance a note of disclosure will be included in the files supplied. Any uses, which are in addition to the originally agreed upon usage will be accompanied by a written note as dictated by section 2.2. of the FPA .

4) If reasonable and practical we only gather personal information from the individual themselves.

5) Our staff records are protected against; unauthorized access, use, modifications and disclosure (FPA 3.0 and NPP 4.1). We will take reasonable steps to ensure personal information, which is no longer needed, is destroyed or permanently de-identified (NPP 4.2).

6) This company will take reasonable steps to ensure the data pertaining to each individual is accurate, complete and up to date (NPP 3).

7) Any individual whose personal information is held by this company shall, upon request, be supplied with said personal information (NPP 5.2), if not immediately then within one business day, provided that information does not unreasonable impact on any of the provisos of section 6.1 of the NPP.

8) This organization will transfer personal information to a foreign country only with the consent of the individual (NPP 9) with the exceptions from IPP 11.

9) All staff and contractors are encouraged to contact the HR Manager for any additional information pertaining directly to themselves or to this privacy statement.

10) To contact the governing body of the Federal Privacy Act for any reason including to lodge a complaint see details below.

*Privacy Commissioner  
GPO Box 5218  
Sydney, NSW 2001*

*Privacy Hotline: 1300 363 992  
Fax: (02) 9284 9666  
Telephone: (02) 9284 9800  
Email: [privacy@privacy.gov.au](mailto:privacy@privacy.gov.au)*

*<http://www.privacy.gov.au/publications/checklist.pdf>  
<http://www.aar.com.au/privacy/comp/imp.htm>  
<http://www.privacy.gov.au/business/infosh/index.html>  
<http://www.privacy.gov.au/contact/index.html>  
<http://www.law.gov.au/accesspoint?action=menuHome>  
[www.privacy.gov.au/privacy\\_rights/complaints/index.html](http://www.privacy.gov.au/privacy_rights/complaints/index.html)*