



Privacy Policy

Just Focus Pty Ltd

Version: 1.0

Issue date: 08 April 2024

Review date: 08 April 2026

Document No: CD-107

Statement of Commitment

Just Focus respects the privacy rights of all individuals in the workplace. Furthermore, we are committed to ensuring that all Directors, management, staff and others involved in the management comply at all times with their obligations under the *Privacy Act 1988* (Cth).

Information held

Just Focus currently holds information in relation to its workers, clients, contractors and other workplace participants. This information includes, but is not limited to:

- tax file numbers and other business and personal taxation information;
- information relating to the personal background of these workplace participants (such as their home address, sex, date of birth, their employment history, their educational qualifications, any illnesses and details of contact people in the event of any emergency); and
- information documenting the work history of these workplace participants (such as their letter of appointment and bank account details as well as records of any salary adjustments, written warnings, salary sacrifice documents and annual and personal/carer's leave taken);
- details of premises, security information, as well as credit information.

There are a variety of reasons why we are required to hold this information. Some of these reasons include:

- ensuring that both Just Focus and any workplace participants are meeting their obligations under relevant legislation;
- ensuring the health, safety and welfare of all workplace participants at times when they are performing work for Just Focus;
- allowing appropriate insurance coverage for these workplace participants; and
- allowing access and ability to perform work requested as well as to take receipt of payment.

Whilst we contract out some of its services information provided may be viewed by contract workers who are also governed by privacy legislation and this policy. Any of the above information will not be disclosed to any third party without the prior consent being obtained from any affected individual. Personal information lawfully requested by government regulators will be supplied.

There may be certain circumstances where we are contacted in relation to some or all of the above personal information, for example, when a worker has applied for a loan with a financial institution and that financial institution contacts us to verify details of income being received.



Security

We strive to ensure the security, integrity and privacy of personally identifiable information of our workers, clients, suppliers and contractors. We use a variety of physical and electronic security measures including restricting physical access to our offices, and fire walls and secure data-bases to keep personal information secure from misuse, loss or unauthorised use or disclosure.

Unfortunately, no data transmission over the internet can be guaranteed to be totally secure.

Access to Personal Information

You have a right to access personal information we hold about you and if we deny access in some circumstances, we will tell you why.

Just Focus does not give out trade or credit references for clients.

Complaints and Contact Details

Anyone who feels that there has been an unwarranted invasion of their privacy should contact the Managing Director

Further information about the National Privacy Principles relating to privacy issues can be obtained from the Managing Director.