

DIRECT EDGE PRIVACY POLICY

PURPOSE:

The purpose of Direct Edge (Tas) Pty Ltd trading as Direct Edge Manufacturing Privacy Policy is to outline how we comply with privacy obligations as required under the Privacy Act 1988 and in particular the Commonwealth privacy laws, known as Australian Privacy Principles (APP's). This Policy sets out how Direct Edge Manufacturing *through its officers and staff* specifically manages the collection disclosure storage and use of personal information (PI) of members, clients, suppliers, contractors and subcontractors and other individuals (including visitors to our websites, forums, social media and training services) having regard to the Act.

COMMENCEMENT OF POLICY:

This policy will commence from 11/08/2020 It replaces all other Privacy policies of Direct Edge. (whether written or not).

SCOPE:

This policy applies to all customers, suppliers and employees.

COLLECTION:

Personal information that Direct Edge may collect from individuals will depend upon the particular transaction and dealing. Direct Edge collects personal information from customers, suppliers, employees and job applicants. Personal information is only collected where necessary, or directly related to your functions and activities. We recognise that the personal information we collect can be used to identify a person or business and should only be used by Direct Edge in limited circumstances. Personal information concerning employees is confidential and it will only be used by Direct Edge for relevant purposes, we will ensure that we act in accordance with relevant Australian laws.

Personal information is collected relative to the relationship the customer, supplier or employees has with Direct Edge.

For customers & suppliers the personal information collected may include but not limited to:

- Name, Title, Address
- Telephone numbers
- Email addresses and online passwords
- Records of communication
- Credit card or bank details
- Website information
- Engineering drawings
- Specifications
- Work instructions
- Work packages
- RFQ'S
- RFT'S

- Technical reviews

The information will generally only be used for the primary purpose of:

- Conducting, improving, maintain and developing a business relationship
- Processing, servicing transactions
- Sending related communication
- Addressing inquires and requests
- Marketing
- Manufacture of sheetmetal components

When companies provide services on our behalf, including but not limited to handling customer support enquires, processing transactions or customer freight shipping. Those companies will be permitted to obtain only the personal information they need to deliver the service. Direct Edge takes reasonable steps to ensure that these organisations are bound by confidentiality and privacy obligations in relation to the protection of your personal information.

For employees the personal information collected may include but not limited to:

- Employment application forms - name, title, address, telephone numbers, email addresses
- Resume – qualifications, employment history, licences, referees
- Reference checking
- Bank details, tax file number details
- Pre-employment medical
- Alcohol and drug testing
- The engagement
- Training records
- Disciplinary or resignation / termination of employee
- Terms & conditions of employment
- Leave records

The information will generally only be used for the primary purpose of:

- Recruitment and selection
- Training and development
- Consulting or counselling and records management

We may collect information about you, directly from you, from other persons, organisation or agency on your behalf with your consent. Where we collect personal information about you from another person, we will take reasonable steps to ensure you are aware of the reason why the information is being collected & how it will be used.

USE AND DISCLOSURE:

Direct Edge will not collect, hold, use or disclose personal information except as permitted by the Privacy Laws. Direct Edge will only use and or disclose your personal information for:

- The primary purpose for which it is collected
- Where the individual has consented

- Where the individual would reasonably expect this for a related purpose that it be used or disclosed without your further consent.
- The secondary purpose is related to the primary purpose and a person would reasonably expect Direct Edge to use or disclose the information for that secondary purpose
- Where use or disclosure is required by law including relevant privacy laws and regulations / guidelines.

We do not use or disclose personal information about you to overseas recipients or for direct marketing unless consent has been given or as required by law.

SECURITY & STORAGE OF PERSONAL INFORMATION:

Direct Edge will take reasonable steps to make sure that personal information is securely stored, with restricted access. The information about you is protected from misuse, loss, modification or disclosure and unauthorised access.

Your personal information will be stored either in hard copy or electronic form in our secured files and or IT systems until it is securely destroyed subject to relevant legal requirements regarding document retention and deletion.

ACCESS AND CORRECTION OF PERSONAL INFORMATION:

Direct Edge will take reasonable steps to ensure your personal information is accurate, complete and up to date whenever we collect or use it.

If you think any of the information we hold about you is inaccurate, incomplete or out of date, please contact us and if we agree, we will take reasonable steps to correct the information.

You have a right to access your personal information; there may be instances and exceptions under the Privacy Law where we cannot grant you access to certain information. If you would like to do so, please let us know. You may be required to put your request in writing for security reasons. Direct Edge reserves the right to charge a fee for searching for, and providing access to your information on a per request basis.

If we refuse to provide you with access or to correct such information, we will provide you with written reasons for our denial of access or refusal to correct your personal information.

HOW TO MAKE A COMPLAINT:

We are committed to ensuring that at all times there is strict adherence to the Australian Privacy Principles. In the event that you have any queries or are dissatisfied in any way with this policy, the collection, use, storage and/or disclosure of your Personal Information or believe that there has been a breach of the Australian Privacy Principles, we invite you to contact us by any of the following means during business hours Monday to Friday.

CONTACT DETAILS:

Phone: +61 3 6434 0500
Post: Attn – Privacy Policy
47 – 53 Strahan Street
South Burnie Tas 7320

CHANGES TO THIS POLICY:

Direct Edge reserves the right to make amendments to this Policy at any time.



CEO
Diane Edgerton