

PRIVACY POLICY

Privacy policy of Eagle Wing Education and Training Pty Ltd

Privacy Statement

Eagle Wing Education and Training is covered by 10 National Privacy Principles, the NPPs, as set out in the [Privacy Act 1988](#) (amended by the [Privacy Amendment \(Private Sector\) Act 2000](#)).

To comply with our obligations under the NPPs, we have a Privacy Policy which sets out how we manage privacy in our organisation.

Purpose of the Policy

Eagle Wing Education and Training takes its obligations under the Privacy Act seriously and would like to take all reasonable steps in order to comply with the Act and protect the privacy of the personal information that we hold. This policy sets out how we intend to do so.

The Policy applies to employees / clients / job applicants who provide us with their personal information.

The personal information that the company holds

Eagle Wing Education and Training holds the following personal information:

- Your name
- Address
- Personal mobile number
- Home number
- Occupation
- Career history
- Career plans
- References
- Emergency contacts
- Banking details
- Superannuation details

Access to your personal information

Eagle Wing Education and Training provides access to the personal information that we hold about you, the employee to your immediate manager/supervisor for performance and salary reviews; finance section for pays, superannuation, emergency contacts. If you require access to your personal information please contact the finance section.

Complaints

If you have any complaints about our privacy practices or wish to make a complaint about how your personal information is managed please contact the Business Manager.

Storage

We will take all reasonable steps to protect the security of the personal information that we hold. This includes appropriate measures to protect electronic materials and materials stored and generated in hard copy.

Use and disclosure

Personal information is collected for the purpose of:

- assessing your suitability for a position
- processing payments for salary and superannuation
- emergency contacts

Eagle Wing Education and Training will disclose this information to:

- your superannuation company
- MYOB M-Powered Services
- National Australia Bank (payroll)

Access

You can gain access to the personal information that Eagle Wing Education and Training holds about you. If you wish to do so please contact the finance section.

RECRUITMENT

HR Recruitment Policy of Eagle Wing Education and Training Pty Ltd

Some important matters relating to privacy are noted here.

Dealing with information about unsuccessful employment candidates

In preserving the privacy of unsuccessful candidates by destroying records, it is difficult to prove a fair process. Consequently the practice outlined below is to be generally followed as part of the recruitment process.

Applications and associated documentation will be held for three months after a position is filled and then destroyed unless the candidate requests the information be filed in case other positions arise with the company.

This practice will be made clear to all candidates. If any dispute arises both parties will have relevant evidence to refer to. Candidates have the right to withdraw or ask for special treatment of their personal information if they do not agree with this stated practice.

Consent generally to be sought

Eagle Wing Education and Training will follow the general policy of seeking candidates individual consent before disclosing any personal or sensitive information.

Dealing with contractors and clients

All staff should be aware that personal information about clients is not an 'employee record' and due care must be exercised in handling such information within the law.

Client information, where the clients are individuals and not companies is protected by the privacy legislation.

DISCLOSURE OF EMPLOYEES' PERSONAL INFORMATION POLICY

Introduction

Personal information concerning employees is confidential and will only be used for purposes for which the information is relevant.

Exceptions

Personal information may be used for purposes other than for which it was collected:

- with the consent of the person concerned;
- to prevent a serious threat to a person's health or life;
- as required or authorised by law;
- where reasonably necessary for the enforcement of criminal or revenue law.

Access

You have access to the personal information held by Eagle Wing Education and Training about you. You may also make corrections and additions to personal information to make sure that the information is accurate, up to date and complete. To do this, please contact the Business Manager.

Eagle Wing Education and Training reserves the right to keep confidential information that is judged sensitive or restricted because it may relate to other employees or to comments not meant to be accessed by the employee in question.

Requests by third parties

When a third party, eg a bank, requests information about an employee, that employee will be contacted and his/her permission will be required before that information is released.

INSPECTION OF EMPLOYEE RECORDS POLICY

Policy on the inspection of employee time and wages records for Eagle Wing Education and Training Pty Ltd

The aim of this policy is to provide guidelines to both Managers and employees on accessing employee records.

This policy does not apply to access to personnel records, but to the access of records required by law to be kept by Eagle Wing Education and Training.

As an employer, Eagle Wing Education and Training is required to keep time and wages records for each and every employee. According to relevant legislation, these records must contain certain details.

Inspection of records by employees

An employee has the right to inspect a copy of his or her own records. The records should be legible and in English.

Eagle Wing Education and Training will provide an employee with a copy of records as requested within 14 days of the request being made. Eagle Wing Education and Training is also obliged to inform an employee of where records are kept.

An employee is not permitted to see or to request to see another employee's records.

Place of inspection

The records must be reviewed by the employee in the Finance Section and cannot be removed.

Interview

An employee may request an interview with the employer or a representative of the employer at any time during working hours to discuss a record which has been made or is to be made by Eagle Wing Education and Training.

Types of records employees may access

An employee may have access to their personal records, which includes the letter of engagement.

Also, an employee may have access to:

- his or her time and wages records, including overtime (if applicable) and remuneration;
- his or her records of leave, including leave taken and available entitlement;
- his or her records of superannuation contributions; and
- workers compensation records if an employee has had an accident.

Maintenance of records

Eagle Wing Education and Training is required to keep personal records for seven years from the date on which an entry is changed or from termination of an employee's employment, depending on what happens first.

In the case of other records, Eagle Wing Education and Training must maintain records for a continuous period of seven years from the date the entry is made.

Legislative requirements

The above policy is based on requirements contained in the federal Workplace Relations Act 1996 and as such, applies to Federal award covered employees.

Other records

An employee may request access to other records on his/her personnel file. The Business Manager will decide whether access should be granted. Factors to be then taken into account include: confidentiality aspects impacting on Eagle Wing Education and Training and other employees; and the prospect of litigation arising from disclosing particular information.

Eagle Wing Education and Training will generally (but not necessarily) grant access to the personal information held by Eagle Wing Education and Training about you.

You may also make corrections and additions to personal information to make sure that the information is accurate, up to date and complete. To do this, please contact the Business Manager.

Eagle Wing Education and Training reserves the right to keep confidential information that is judged sensitive or restricted because it may relate to other employees or to comments not meant to be accessed by the employee in question.