

Privacy Policy

Altaira Nursing Services will comply with the Privacy Act 1988 and with the thirteen Australian Privacy Principles (APPs) in the Privacy Act.

Definitions

The terms "personal information" and "employee record" are used in this document with the meanings given to them in the Privacy Act 1988.

How does Altaira Nursing Services handle personal information?

Applicable laws: Altaira Nursing Services is bound by the Australian Privacy Principles under the Privacy Act 1988, the Australian Privacy Principles (APPs) and other applicable laws governing privacy. Where appropriate, Altaira Nursing Services may handle personal information relying on the related body's corporate exemption and the employee records exemption in the Privacy Act and any other applicable exemptions in other legislation.

How is it held? Personal information held by Altaira Nursing Services is stored via the internal IT infrastructure and hard copies are held in a secure compactus. Where appropriate, access to personal or business information by Altair Nursing Services is limited to those individuals with a relevant requirement for access.

Who is the personal information disclosed to? As a general rule, Altaira Nursing Services will not disclose personal information to any third parties except if it is otherwise permitted or required by the Privacy Act or any other law.

How can I access my personal information or make a complaint?

To the extent you are entitled under the Privacy Act and other applicable laws, you can:

access (and where necessary seek correction of) your personal information held by Altaira Nursing Services; and complain if you consider Altaira Nursing Services has breached its privacy obligations

Any complaint about a privacy issue will be reviewed and, where appropriate, investigated by Altaira Nursing Services by senior Altaira Nursing Services' staff. A written response to the complaint will be forthcoming to the person who lodged the complaint within a reasonable time (depending upon the nature of the complaint and the issues and logistics involved with its investigation).

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Protection of Information

Altaira Nursing Services will protect information from unauthorized access, use or disclosure through reasonable manual and technological means. When information is no longer required to be held it is destroyed appropriately.

Accuracy of Information

All reasonable steps will be taken to ensure that information held by Altaira Nursing Services is accurate and up-to-date.

Consent

By providing Altaira Nursing Services with personal information, you consent to the collection, use and disclosure of your personal information as described in this policy.

Intellectual Property & Security

All intellectual property developed by employees during their employment with Altaira Nursing Services, including discoveries or inventions made in the performance of their duties related in any way to the business of Altaira Nursing Services, will remain the property of Altaira Nursing Services.

Employees may be given access to confidential information, data, business property, keys to premises or any other business related property/information in the performance of their duties. This must be protected and used only in the interests of Altaira Nursing Services.

Employees must not:

- disclose or use any part of any confidential information outside of the performance of their duties and in the interests of Altaira Nursing Services; or
- authorise or be involved in the improper use or disclosure of confidential information;
- during or after their employment without the Employer's written consent, other than as required by law.

'Confidential information' includes any information in any form relating to Altaira Business Services and related bodies, clients or businesses, which are not in the public domain.

Employees must act in good faith towards Altaira Nursing Services and must prevent (or if impractical, report) the unauthorised disclosure of any confidential information. Failure to comply with this policy may result in performance improvement proceedings including dismissal, and Altaira Nursing Services may also pursue monetary damages or other remedies.

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