

Altaira will comply with the Privacy Act 1988 and with the Australian Privacy Principles 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 handle personal information?

Applicable laws: Altaira 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 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.

What sensitive information does Altaira collect and hold?

Casual pool and office workers:

- criminal record as required by the Aged Care Act
- vaccination records as required by the Aged Care Act
- medical records (if required by WHS legislation)
- racial or ethnic origin (if volunteered by worker)

Patients, exercise class participants, and pre-employment functional assessment candidates:

- Medical records

How is it held? Personal information held by Altaira is stored in the internal IT infrastructure. Where appropriate, access to personal, sensitive (including medical records), or business information by Altaira is limited to those individuals with a relevant requirement for access.

Who is the personal information disclosed to? Altaira will not disclose personal information to any third parties without consent 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 and complain if you consider Altaira has breached its privacy obligations

Any complaint about a privacy issue will be reviewed and, where appropriate, investigated by the Altaira's Privacy Officer. A written response to the complaint will be forthcoming to the person who lodged the complaint within a

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reasonable time (depending upon the nature of the complaint and the issues and logistics involved with its investigation).

Protection of Information

Altaira will protect information from unauthorised access, use or disclosure through reasonable manual and technological means. When information is no longer required to be held it is destroyed appropriately. The Privacy Officer maintains a Record of Personal Information Holdings for reference in case of a data breach.

Accuracy of Information

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

Consent

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

From time to time Altaira may request that its workers attend a photo shoot with the resulting photos to be used for promotional purposes including on social media. Attendance at these photo shoots is considered to be consent to this.

Use and Release of Information

Information will only be used or released for the purposes to which you have consented, or the purpose is authorised or required under a law in accordance with privacy principles IPP 10 and 11.

Use or release of information for these purposes will be recorded in your file at Altaira.

Intellectual Property and Security

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

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.

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; 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.

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

Employees must act in good faith towards Altaira 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 may also pursue monetary damages or other remedies.



Recoverable Signature

X



Liz Jones

Regulatory and Compliance Operations Manager

Signed by: ae97df3f-d8eb-4284-92a9-20f615120dc7

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