

PRIVACY POLICY

HASSELL Pty Ltd (ABN 24 007 711 435) and associated entities respect privacy and are committed to protecting personal information. This document outlines the approach adopted in accord with National Privacy Principles to comply with the Privacy Amendment (Private Sector) Act 2000.

How HASSELL Handles Personal Information

HASSELL collects personal information about individuals, including: our clients, persons associated with or employed by our clients, prospective employees, or our business contacts. The collection of this information is often necessary in order for us to provide our professional services and to effectively manage our business relationships.

The types of personal information we collect may include but is not limited to: name, contact details, skills, qualifications, languages spoken, professional memberships or accreditations, interests, employment history, personal references and past responsibilities.

Where practicable, the purpose for which we collect personal information will be made clear at the time of collection.

Protecting and Maintaining the Quality of Person Information

Protecting personal information is a priority at HASSELL. The company takes into account security and confidentiality when handling personal information in both the physical and electronic environment.

Access to Personal Information

Individuals have the right to request access to the personal information that we hold about them. If your details change, or you wish to access personal information which we have collected, please advise us. If you believe that your personal information is not accurate, you may request correction by HASSELL.

You will find our contact details on www.hassell.com.au. Address your queries to the Privacy Officer.

Client Contacts

HASSELL collects the personal information needed to provide and market our services. The client information we collect is generally name, title, company, address, business phone and fax numbers, email address, interest topics and contact references.

This information may be shared among all our office locations. The information we collect will not normally be divulged to any other party, unless for business related purposes.

Employees

HASSELL maintains "curriculum vitae" records of professional staff in a standard format containing personal details, employment history and professional experience. This information is used for the business of the firm as it sees fit with the agreement of employees unless specifically advised otherwise.

In addition, the firm maintains residential address, and domestic and mobile telephone numbers which employees have provided, primarily for circumstances where people may need to be contacted outside of the office and/or business hours.

This information would not normally be provided to any other party other than for business related purposes.

Note that the Act specifically exempts all employee records.

National Privacy Principles

The national privacy principles and the HASSELL response are outlined below.

Principle	HASELL Position
Collection	Only collect that information which is necessary for the conduct of the business of the firm.
Use and Disclosure	Only for the purposes of the business of the firm, i.e. the professional practice of design and planning.
Data Quality	Reasonable steps will be taken to maintain accurate and up to date information.
Data Security	Reasonable steps will be taken to protect information from misuse, loss or unauthorised access.
Openness	This policy document will be generally available and included in the Quality Assurance manual and on the intranet site.
Access and Correction	Individuals will be provided with access to information on request (other than where exempt by statute).
Identifiers	Any number or other identifier assigned by the firm to identify the individual uniquely will not be divulged without agreement.
Anonymity	Where applicable, individuals will have the opportunity of not identifying themselves when entering transactions with the firm.
Trans-border Data	Transfer of personal information to a foreign country will be restricted.
Sensitive and Health Information	Only collected where the individual has consented, is required by law or is necessary to prevent or lessen a serious and imminent threat to life or health.

Exemptions

The Act provides for certain specific exemptions including:

- employee records, i.e. engagement, training, discipline, conduct, performance, remuneration and resignation are issues which the employer can collect, issue or disclose information as it sees fit;
- transfers between related bodies corporate;
- non-commercial or personal activities;
- participation in the political process; and
- acts by media organisations which have the character of news or information.

Changes to this Privacy Policy

HASSELL is entitled to amend or modify the privacy policy at any time. Nothing contained in this policy is intended to create contractual rights or obligations.

Related Policies and Forms

[Acceptable Use of Computer Resources](#)