



BlueStar

Privacy Policy

1. Purpose

This Privacy Policy applies to Blue Star Pacific Pty Ltd and Blue Star Atlantic Pty Ltd (“Blue Star” and/or “the Company”) and explains how Blue Star handles personal information and complies with the requirements of the Privacy Act 1988.

Blue Star is committed to protecting the privacy of personal information obtained through its operations as an electrical contracting company.

The Company is bound by the Privacy Act 1988 (Cth) (Privacy Act), including the Australian Privacy Principles (APPs) and any relevant privacy code registered under the Privacy Act.

2. Scope

This policy relates to Blue Star’s collection of personal information that is covered by the Privacy Act. This policy does not cover categories of personal information that are not covered by the Privacy Act.

Employee records are not generally subject to the Privacy Act; however, we have set out below at clauses 6 and 7 Blue Star’s policy with respect to the collection and handling of personal information for employees (both current and former) and any personal information collected as part of the recruitment process (to which the Privacy Act also applies).

Please note information about companies is not personal information. However, the principles will apply to an individual who is carrying on a business as a sole trader.

3. Policy Statement

The 13 Australian Privacy Principles apply to personal information, that is, information or an opinion (whether true or not) relating to an identified individual or which can be used to identify that individual.


Blue Star is subject to policies and procedures that seek to ensure that the organisation complies with the Australian Privacy Principles, wherever necessary.

4. Personal information we collect and hold

Personal information about an individual is collected only when knowingly and voluntarily submitted and when reasonably required by Blue Star to perform one or more of our functions or business activities. Blue Star collects and holds personal information from clients, customers, employees, suppliers, contractors and other individuals, both current and prospective.

We collect and hold this information when it is reasonably necessary for or directly related to our functions or business activities, e.g. electrical contracting services and other similar business activities.

The specific types of personal information that Blue Star may collect and hold may include the following:

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1 October 2018	3	

- Names;
- Date of birth and gender;
- Contact details including address, telephone numbers and email addresses;
- Employment details and employment history;
- Qualifications, memberships and other accreditations;
- Australian Residency Status;
- Information in identification documents such as your passport or drivers' license details;
- Health Information pursuant to the *Workers' Compensation and Rehabilitation Act 2003*;
- Australian Business Numbers;
- And other information that is necessary in the ordinary course of the business.

Blue Star does not collect any personal information other than information reasonably necessary for, or directly relating to, the primary purpose for which the information has been disclosed to Blue Star, or its other functions and activities as an electrical contracting company.

If we collect, hold or use personal information in ways other than as stated in this policy, we will ensure to do so in line with the requirements of the Privacy Act, where applicable.

5. Collection of personal information

Blue Star only collects personal information that has been directly provided to us by our clients or prospective clients, authorised representatives of clients, our suppliers or potential suppliers, our employees or potential employees, or is otherwise available in the public domain where this information will assist us with the provision of electrical contracting services to our current and prospective clients and/or the individual consents to the collection of information and/or it is permitted under Australian law.

An individual has no obligation to provide any information requested by Blue Star however if the individual chooses to withhold personal information from Blue Star it may prevent Blue Star from carrying out its functions or business-related activities in relation to the purpose in which the information is required.

Information may have been provided verbally or in writing (including by email or through web forms).

6. Employees

The following clauses 6 and 7 relate to any employee, candidate, potential employee or applicant seeking employment with Blue Star. Please note that Blue Star does not have to grant access to any employee records which relate to a current or former employment relationship or an employee record relating to an individual.

The Company may collect personal information from current, future and past employees directly and from third parties who have agreed to provide human resources related services to Blue Star or who have agreed to provide applicants with a professional or personal reference. We may also rely on word of mouth and personal referrals in our recruitment activities. Blue Star may collect sensitive information such as information about an individual's health, where necessary and it is lawful for the Company to do so.

Blue Star will use this personal information to provide employment related services, professional development and training, remuneration, payroll and injury support. Third parties may be engaged to provide some of these services and in doing so are obliged to comply with the Privacy Act, where applicable.

By engaging in any part of a job application process with Blue Star you consent to it collecting and using your information in this manner. The kinds of personal information we may collect includes (but is not limited to) your name, address, contact details, employment and academic histories, the names and

contact information of your referees, your qualifications, memberships and other accreditations; your Australian residency status, information in identification documents such as your passport or drivers' license details, health information pursuant to the *Workers' Compensation and Rehabilitation Act 2003* and other information that is necessary in the ordinary course of the business.

7. Disclosure of employee information

If you send Blue Star an application or a resume for a job, we will use your personal information (including, where necessary, sensitive information such as information relating to your health) to assess your application and may disclose this information to recruitment agencies and other third-party service providers for purposes such as aptitude, psychological and medical testing.

The Company will use information you provide regarding your prior employment history to seek further information about you from referees.

If any individual provides us with any personal information (sensitive or otherwise), we will take all reasonable steps to ensure that the personal information is securely protected and only authorised Blue Star personnel are provided access to the personal information. Please note that authorised Blue Star personnel are required to maintain the same level of confidentiality in relation to any personal information disclosed as that held by the company.

8. How we use your personal information

Blue Star may at times use and disclose personal information about an individual for the "primary purpose" of collection (i.e. the dominant or fundamental purpose for which that information is collected).

As well as providing electrical contracting services to clients, that "primary purpose" may include facilitating our internal business processes, recruitment processes, communicating with clients, prospective clients and other external parties in relation to the relevant products and services we provide, maintaining contact with our clients and other contacts; seeking feedback; providing ongoing marketing information about our products and services, complying with our legal obligations, dealing with enquiries and complaints and any other business related purpose.

9. Sensitive information

Blue Star does not collect sensitive information about our clients or prospective clients (including authorised client representatives), employees or prospective employees, suppliers or potential suppliers unless the individual consents to the collection of the information and/or it is permitted under Australian law.

If any individual provides us with any sensitive personal information, we will take all reasonable steps to ensure that the sensitive information is securely protected.

10. Disclosure of Personal Information

Personal information is not disclosed to a third party unless the disclosure is necessary to support the delivery of the client services for which Blue Star has been, or is expected to be, engaged, or is required by law. Examples where personal information may be disclosed to a third party include:

- Disclosures to our related companies to provide services;
- Disclosures relating to the recruitment process;
- Superannuation details to a fund administrator;
- Redundancy fund details to a redundancy fund administrator;
- Tax File Number Declaration to the Australian Taxation Office;

- Where Blue Star is required by law to provide personal information so that Blue Star complies with court orders, subpoenas or other legislation that requires us to provide personal information (for example, a garnishee order).

In certain circumstances, Blue Star may also disclose personal information to third party service providers (such as IT service providers, offsite security storage service providers, credit managers, debt collection agencies, independent contractors and consultants) who assist us to administer our business.

We may also provide a client's or prospective client's personal information to credit reporting bodies and other credit providers.

Should it be necessary for Blue Star to forward personal information to third parties outside the company, we will make every effort to ensure that the confidentiality of the information is protected.

11. Overseas disclosures

The nature of our business activities does not require Blue Star to disclose personal information to overseas recipients.

12. IP Addresses & Other websites

If information is gathered by our website/portal or online database, our web servers may gather your IP address to assist with the diagnosis of problems or support issues with our services. This information is gathered in aggregate only and cannot be traced to an individual user.

Our website may contain links to third parties' websites, including sites maintained by related entities. Those other websites are not subject to this Privacy Policy. You should familiarise yourself and ensure you are comfortable with any particular privacy policies governing the use of those websites prior to such use.

13. Cookies and Applets

We may use cookies to provide you with a better experience when using our website/portal. These cookies allow us to increase your security by storing your session ID and are a way of monitoring single user access. This aggregate, non-personal information is collated and provided to us to assist in analysing the usage of the site.

14. Security and storing of personal information

Blue Star will take all reasonable steps to protect against the loss, misuse and/or alteration of the information under its control, including through appropriate physical and electronic security strategies. Only authorised Blue Star personnel are provided access to personal information, and these employees are required to maintain the confidentiality of any personal information held by the company. We may need to maintain records for a significant period of time. However, when we consider information is no longer needed, we will destroy or de-identify these records.

Our policy is that all electronic records are only stored within Australia whenever this is commercially feasible.

Blue Star will only store data with an external provider if a technical assessment of a service provider's security protocols are considered to meet or exceed the level of security that Blue Star could apply if the electronic data were to be stored in its own in-house systems and where we are satisfied that the external provider is able to meet its commitments under Australian Privacy Legislation.

15. Accuracy of personal information

Blue Star will take all reasonable steps to make sure that any personal information collected, used or disclosed is accurate, complete and up to date.

If a person believes that the information we hold is inaccurate or out of date, they may contact our Privacy Officer and we will update the relevant information accordingly.

16. Access to personal information

Under the Australian Privacy Principles, a person has the right to request access to any personal information that we may hold about them and to advise us if the information should be corrected.

We will (subject to the following exceptions) provide you with access to that information either by providing you with copies of the information requested, allowing you to inspect the information requested or providing you with an accurate summary of the information held. We will, prior to providing access in accordance with this policy, require you to provide evidence of your identity.

We will not provide you with access to your personal information if:

- Providing access would pose a serious threat to the life or health of a person;
- Providing access would have an unreasonable impact on the privacy of others;
- The request for access is frivolous or vexatious;
- The information relates to existing or anticipated legal proceedings between Blue Star and yourself and would not be discoverable in those proceedings;
- Providing access would reveal our intentions in relation to negotiations with you in such a way as to prejudice those negotiations;
- Providing access would be unlawful;
- Denying access is required or authorised by or under law;
- Providing access would be likely to prejudice certain operations by or on behalf of an enforcement body or an enforcement body requests that access not be provided on the grounds of national security.

In the event that Blue Star refuses you access to your personal information, we will provide you with an explanation for that refusal.

The Company's policy is to provide written acknowledgement of our receipt of any request for access to personal information or a request for correction of personal information within 7 business days of the request being received. We will then provide a written response within 30 business days of our receipt of the request.

17. Privacy Enquiries

If you wish to make an enquiry about your personal information at Blue Star, or make a complaint because you believe that we may have breached the Australian Privacy Principles or a privacy code that applies to us, please contact our Privacy Officer:

Privacy Officer
Blue Star Pty Ltd
PO Box 10
Cannon Hill QLD 4170
Ph: 07 3200 3100
Fax: 07 3200 3111
info@bluestarcorporate.com.au

We will respond to each request within a reasonable time. If a party has lodged a complaint with Blue Star and is not satisfied with our response, they may contact the Office of the Australian Information Commissioner.

18. Implementation of this policy

The Chief Operating Officer is responsible for this policy within Blue Star. The Chief Operating Officer or its authorised representative will communicate this policy and any subsequent updates or amendments to it, to all senior managers within Blue Star for implementation.

The senior managers within Blue Star have the primary responsibility to:

- a) Communicate, support and promote this policy to all employees; and
- b) Ensure their managers and supervisors support and promote this policy through their day to day management of people and performance of their duties and services.

19. Breach of this Policy

Any breach of this policy by a Blue Star employee is a disciplinary matter and may be investigated. In serious cases, the penalty for breach of policy, or repetition of an offence, may include dismissal.

20. Policy review

Blue Star may change this policy as required and at any time with the approval of the Chief Operating Officer.