



The privacy of personal information is of primary importance to everyone. To meet the privacy requirements of our customers, our employees and their dependents, Air Arnhem is committed to meet the legally binding National Privacy Principles, established under the Privacy Act by:

- **Collecting** personal information essential to conducting our business within the legal framework in Australia. Also to ensure individuals understand the rationale behind the collecting of personal information.
- **Use and Disclosure** of personal information only with consent and where reasonable expected by the individual to disclose such information for the benefit of the individual.
- **Data Quality** to seek each individual's assistance to ensure the personal information we hold is accurate, complete and up-to-date.
- **Data Security** to ensure personal information is stored in a manner that protects it from misuse, loss, unauthorised access, modification or disclosure. The organisation will also take reasonable steps to destroy or permanently de-identify personal information if it is no longer required.
- **Openness** to ensure individuals know that, upon request, they can obtain their personnel information to understand, in general, what sort of personal information the organisation holds, for what purposes, and how we hold, use and disclose that information.
- **Access and Correction** to provide access to personnel information by individuals for correction, except where access may be in conflict with National Privacy Principle 6.
- **Identifiers** that are unique, to the individual(s) and in compliance with Commonwealth laws.
- **Anonymity** wherever it is lawful and practical, individuals have the option of not identifying themselves when entering transactions with the organisation.
- **Transborder Data Flows** as required to provide a secure means in transferring personal information overseas, which at times may require legal advice.
- **Sensitive Information** will not be collected about an individual(s) unless the individual has consented, the collection is required by law, or as specified under National Privacy Principle 10.

This policy has been developed and implemented through the workplace in consultation with employees and the company will consult with all stakeholders regarding any workplace change that affects information relating to privacy.

We strive for continuous improvement and as such, this policy will be reviewed, upgraded and monitored to improve standards, awareness and performance and all management and staff are expected to work co-operatively to effectively implement this policy.

(Original Signed)

Mike Ellem.
Director.
30th June 2020