

# PRIVACY POLICY

## Intent & Purpose

Springmount Services respects the privacy of our people and clients and has established systems and procedures to protect their privacy. We will comply with our legal requirements regardless of jurisdiction or circumstances. This Privacy Policy details how we comply with our obligations and how we remain abreast of privacy developments and changes.

## Operation and Incidence

In accordance with the national and state Privacy Principles, Springmount Services will:

- Only collect personal information from you with your prior knowledge and consent.
- Only use personal information provided by you for the purposes for which it was collected.
- Not disclose your personal information to a third party without your consent.
- Not disclose your personal information to other institutions and authorities except if required by law or other regulation.
- Remove personal information from our records when it is no longer required (except when archiving is required).
- Use our best endeavours to protect the personal information that the company have under our control from unauthorised access and improper use.

You may access your information by request to the company.

## Subordinate documents

Code of Conduct

## RACI

Responsible	It is the responsibility of the Executive Committee to implement, maintain and communicate this policy.
Accountable	The final authority for this policy lies with the Managing Director.
Consulted	When making changes to this policy, a consultation should be carried out with the leadership team.
Informed	All changes to this policy should be communicated to all leaders.

***Breach of The Policy***

Breach of this policy may be regarded as misconduct, leading to disciplinary action which may result in termination of employment or engagement. An individual may also be exposed to criminal or civil liability for a breach of relevant legislation.