



Information Privacy Policy

(POL-0003)



Accreditation No: 101630

Privacy Policy

POL-0003
Version 2.1

Reviewed By: Lauren Schultz (WHS Adviser)

Approved By: Darren Webster (Chief Executive Officer)

Last Reviewed: 14th November 2023

Next Review: 15th November 2026

S & S Webster Investments Pty Ltd
trading as **Kangaroo Bus Lines**
2 Motorway Drive, Burpengary Qld 4505
ABN 46 0048 04497

Ph: 1300 287 525 Fax: 1300 525 329 Email: info@kangaroobuslines.com.au

*© This document and its content remains the property of Kangaroo Bus Lines.
All content and polices are copyright to Kangaroo Bus Lines and must not be reproduced or given to another person
without permission from Management*

Introduction

Kangaroo Bus Lines is committed to the protection of (regulated) personal information that it collects, stores, or manages on behalf of its employees or on behalf of another person or entity. Kangaroo Bus Lines has introduced this Policy to ensure consistency in the way the Company administers and uses personal information it collects, stores, or manages.

Policy Statement

Kangaroo Bus Lines will take all reasonable and appropriate steps to protect the privacy of individuals as required by and in compliance with the Privacy Act 1988 (C'wth) and the Australian Privacy Principles.

Contextually, Kangaroo Bus Lines will not disclose personal information of an employee to any third party without the consent of the employee. An example of an exception to this Policy would be where the employer has a statutory obligation or where the disclosure would be required because of some unlawful action or criminal activity by the employee.

The Policy applies to employees of Kangaroo Bus Lines and to all persons or entities which provide to the Company information which may be considered personal information. Failure to adhere to the Policy may lead to disciplinary action and wilful breach may lead to immediate termination of employment for serious misconduct.

Definitions

APP: the Australian Privacy Principles

Company: Kangaroo Bus Lines

FWAct: the Fair Work Act 2009 (C'wth)

HRM: the Human Resources Manager of Kangaroo Bus Lines

PAct: The Privacy Act 1988 (C'wth)

Policy: this Privacy Policy

Purpose and Objectives

Kangaroo Bus Lines has developed this Policy to demonstrate:

- the kinds of (regulated) information that the recipient collects and holds, and how the Company collects and holds that information;

- the purposes for which the Company collects, holds, uses and discloses regulated information;
- how a person may access information about them that is held by the Company and where applicable seek the correction of such information; and
- how a person may complain about a failure of the Company to comply with this Privacy Policy and how the Company will deal with such a complaint.

Scope and Limitations

Kangaroo Bus Lines only collects personal information that is reasonably necessary for or directly related to its operations. Such information includes details directly sourced from the person, information gathered through CCTV, and information provided by a third party.

As part of its employment process specifically, Kangaroo Bus Lines collects personal information relating to its employees.

Unless the employee agrees it is not the intention of the Company to collect sensitive information from the employee. Sensitive information would normally be that information which is not reasonably required for the employment of the employee or as a statutory or regulatory obligation imposed upon the Company and for which no consent has been given.

Legal Requirements

Kangaroo Bus Lines is committed to compliance with the relevant State and Federal laws. The foremost requirements are provided for in the PAct and associated APPs (as a schedule of the PAct).

Specifically, the intent of the PAct are:

- to promote the protection of the privacy of individuals; and
- to recognise that the protection of the privacy of individuals is balanced with the interests of entities in carrying out their functions or activities; and
- to provide the basis for nationally consistent regulation of privacy and the handling of personal information; and
- to promote responsible and transparent handling of personal information by entities; and
- to facilitate an efficient credit reporting system while ensuring that the privacy of individuals is respected; and
- to facilitate the free flow of information across national borders while ensuring that the privacy of individuals is respected; and
- to provide a means for individuals to complain about an alleged interference with their privacy; and
- to implement Australia's international obligation in relation to privacy.

Kangaroo Bus Lines also acknowledges that the Fair Work Act 2009 (C'wth) provides obligations on an employer not to disclose confidential information.

Responsible Officers:

The HRM is responsible for the administration of this Privacy Policy under the authority of the CEO.

The HRM will ensure confidential information collected by the Company is securely stored, whether in hard copy or electronically, and made available only to authorised individuals as is necessary for the Company to conduct its business.

The HRM will ensure personal information of an employee is not disclosed to any third party without the consent of the employee, unless suitable grounds for an exception to be made exist.

Corrections or Complaints

A person is able to access the personal information collected by the Company in order to correct that specific information received it.

In this regard the individual or entity should specify what information is required, which shall allow the Company to provide that part of the information for correction. If the correction request is considered accurate and reasonable, the information may be changed and the applicant advised accordingly. Kangaroo Bus Lines is not required to on-forward any information, corrected or otherwise, to any third party.

Note: Information and reports that have been compiled by Management as part of an internal disciplinary or complaint by another employee or as part of an assessment of an employee's competency may not, at the discretion of Management, be shown to the employee. The employee is however entitled to be provided with details of any complaints made against the employee and will provide copies of any statements upon which it relies to defend an action in the Courts or as a result of a Court order.

Where a person is unsatisfied with the type of personal information being collected, stored or managed by the company, or with the Company's response to a request for correction of personal information, they are able to make a complaint to the Company, in writing. They must provide details including how the Policy has been breached.

The matter will be investigated by a delegated officer using due process; once resolved, the outcome of the complaint is provided to the person as soon as is practicable and, if appropriate, steps be implemented to ensure the event does not recur.

Review History

Version	Date	Nature of Change	Made by
1.0	20/09/2019	Initial Document	HR Manager
2.0	01/12/2021	Document re formatted and updated	Michelle Lorenz
2.1	14/11/2023	Document reviewed with minimal updates	Robyn Dawes