



Privacy

Group Policy Statement

Document Owner:	BSA Board of Directors
Document Reference Number:	BSA-Group-COM-ST002-Privacy-2.00
Date:	21/06/2017
Version:	2
Revision:	.00



Privacy Statement

1. Purpose

The BSA Group Privacy Statement supports and is supported by the BSA Governance, Quality, HSE and People Policies.

The privacy of employees, customers, suppliers and shareholders ("stakeholders") personal information is important to BSA.

BSA is committed to protecting the privacy of all individuals and other associated parties. BSA will take all action reasonably necessary to maintain the confidentiality of personal and business information related to third parties.

BSA is committed to respecting stakeholders' rights to privacy and protecting personal information. This statement summarises how BSA handles your personal information. BSA is bound by National Privacy Principles as set out in the Australian Privacy Act (Cth) 1988 as amended and relevant Privacy Principles under State legislation.

2. Scope

Compliance with this Group Statement is mandatory and applies to all Business Units and encompasses all business activities and operations.

3. Statement

BSA seeks to achieve this purpose in regards to Privacy by:

- Ensuring lawful, fair and unobtrusive means are used to only collect information that is necessary for our business purposes.
- Collecting personal and sensitive information only with the individual's consent.
- Not disclosing any personal or confidential business information to any unrelated third party, except with the individual's consent or where we are required to do so by law.
- Providing individuals with access to their personal information upon request.
- Disposing of personal information in a secure manner when we have no further need for it or are required to do so by law.
- Ensuring only authorised personnel who have agreed to confidentiality have access to personal information.
- Ensuring that employees exposed to personal and business information related to third parties maintain confidentiality whilst employed by and after leaving the company
- Periodically reviewing and revising this statement to maintain its relevance

Our Privacy Statement applies to all interfaces with BSA whether via a BSA employee, through our call centres or via our web site.

BSA may collect personal information about those who interface with the company for the purpose of;

- Providing the right products and an acceptable level of service;
- Protecting against any fraud or crime;
- As required by relevant laws, regulations and codes;
- BSA may collect information such as company names, individual's names, business address, phone numbers, email addresses, financial details, credit history and transaction history.

BSA may disclose personal information to third parties when we outsource some functions and activities, such as mail out, credit card payment authorization, credit reporting, debtor insurance and market research.

BSA will treat all personal information with due care and take reasonable steps to protect such information from loss, misuse, un-authorized access or disclosure.

Owner:	BSA Board of Directors	Issue Date: 21/06/2017		Page 2 of 2
Title:	Privacy Policy Statement	Review Date: 24/04/2018		
Number:	BSA-Group-COM-ST002-Privacy-2.00	Version. Revision: 2.00		