



## **Privacy Policy**

This policy leverages and has been written in consideration of the Privacy Act 1988, in recognition of the fact that privacy protection generally should take precedence over a range of other interests, such as cost and convenience.

### **1** *Collection of personal information*

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1.1 Reflect Consulting may collect and store personal information for the purposes outlined in Point [3]. This personal information we collect may include but not be limited to demographic, financial, and employment information

### **2** *How personal information is collected*

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2.1 Personal information is collected by Reflect Consulting in a variety of ways that may include but not be limited to interview, survey, email, observation, discussion, coaching, and education/training

### **3** *Use and disclosure of personal information*

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3.1 Reflect Consulting is committed to using and disclosing personal information for the purpose for which it was collected where possible. These purposes may include but not be limited to business/continuous improvement, personal development, education/training, project management, business strategy, and coaching

3.2 Personal information may also be required to be disclosed to legislative or regulatory bodies, government or law enforcement agencies as otherwise required or permitted by law. In these cases, Reflect Consulting will act collaboratively with government and law enforcement agencies



## **4** *Security and storage of personal information*

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- 4.1 The security of your personal information is important to us. Reflect Consulting takes reasonable steps to ensure the security of information in our possession
- 4.2 When it is no longer necessary for us to store your information, we take reasonable steps to destroy this data
- 4.3 While we strive to ensure that your personal information is protected, we cannot guarantee its security. Any personal information you provide to us is carried out at your own risk

## **5** *Access to and correction of personal information*

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- 5.1 We endeavour to provide you with access to your personal information that we have stored
- 5.2 Reflect Consulting takes reasonable steps to ensure that the information we store is accurate and up to date. This is largely reliant on information you provide to us. As such, we request that you keep us up to date and advise us of any errors in or updates to your personal information
- 5.3 If you believe any information we hold about you is inaccurate or out of date please contact us

## **6** *Your responsibilities*

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- 6.1 If for any reason you are required to provide Reflect Consulting with information about other individuals, it is your responsibility to inform them of this disclosure

## **7** *Complaints*

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- 7.1 If you believe that Reflect Consulting has breached the Privacy Act 1988, please contact us. We will work with you to resolve the complaint



- 7.2 If you are unhappy with the resolution reached you may contact the Office of the Australian Information Commissioner (details below).

*Office of the Australian Information Commissioner - <https://www.oaic.gov.au/>*