

# Privacy Policy

SAMPLE

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## Purpose and Scope

This Privacy Policy sets out how [Company Name] manages personal information in accordance with the Privacy Act 1988 (Cth), the Australian Privacy Principles (APPs) and applicable work health and safety (WHS) legislation. It explains how personal, health and sensitive information is collected, used, stored, disclosed and disposed of in the context of WHS activities.

This policy applies to:

- All workers, including employees, contractors, labour hire workers, apprentices, volunteers and work experience students
- Visitors, clients, customers and members of the public who interact with [Company Name]
- Job applicants and former workers whose information is retained for WHS or legal purposes

The policy covers personal information handled in connection with:

- WHS risk management and hazard reporting
- Incident and injury reporting, investigation and claims management
- Health monitoring, medical assessments and fitness for work
- Training, inductions and competency management
- Emergency management and site access control

## Definitions

### Key Terms

For the purpose of this policy:

- **Personal information** means information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether true or not and whether recorded in a material form or not.
- **Sensitive information** includes health information, information about disability, workers' compensation claims, medical history, psychological reports, genetic information, and information about union membership, racial or ethnic origin, or criminal record.
- **Health information** is a subset of sensitive information and includes information about an individual's physical or psychological health, disability, health services provided, or expressed wishes about future health services.
- **WHS information** means any personal or sensitive information collected, used or created for the purpose of managing work health and safety risks, meeting WHS legal obligations, or supporting injury management and return to work.
- **Worker** has the meaning given in WHS legislation and includes employees, contractors, subcontractors, labour hire workers, apprentices, trainees, volunteers and work experience students.

## Legal and Regulatory Framework

[Company Name] manages personal and health information in line with:

- Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs)
- Fair Work Act 2009 (Cth) and applicable industrial instruments
- Work Health and Safety Act and Regulations applicable in the jurisdiction(s) where [Company Name] operates
- Workers' compensation legislation and guidelines in relevant states and territories
- Records management, health records and surveillance device laws where applicable

[Company Name] recognises its primary duty of care under WHS legislation to ensure, so far as is reasonably practicable, the health and safety of workers and others. Managing WHS-related personal information appropriately is part of discharging this duty, particularly in relation to:

- Identifying and controlling WHS risks
- Ensuring workers are fit for work and not exposed to unacceptable risk
- Providing suitable duties, adjustments and return to work programs
- Complying with incident notification and reporting requirements

## Types of Information Collected

### General Personal Information

In the WHS context, [Company Name] may collect general personal information such as:

- Name, address and contact details
- Date of birth and emergency contact details
- Job title, employment status and work location
- Training records, licences, permits and competencies
- Records of attendance at WHS training, inductions and consultations

### Health and Sensitive Information

For WHS and injury management purposes, [Company Name] may collect health and sensitive information, including:

- Pre-employment and periodic medical assessments
- Health monitoring and surveillance results where required by WHS Regulations
- Information relating to injuries, illnesses, incidents and near misses
- Workers' compensation claims information and rehabilitation plans

- Psychological assessments and fitness for work evaluations
- Information about disability, work restrictions and reasonable adjustments

## WHS Operational Information

[Company Name] may also collect information that, while not always personal, may become personal when linked to an identifiable individual, such as:

- CCTV footage and access control logs for security and incident investigation
- Vehicle telematics, GPS and fatigue monitoring data
- Drug and alcohol testing results
- Records of hazard reports, risk assessments and safety observations

## Collection of Personal Information

### Methods of Collection

[Company Name] collects personal information in a range of ways, including:

- Directly from workers through forms, interviews, online systems and consultations
- Through WHS incident reports, hazard reports and investigation processes
- From health professionals, rehabilitation providers and allied health services
- From labour hire providers, contractors and host employers where relevant
- From regulatory authorities, workers' compensation insurers and legal representatives

Where reasonably practicable, [Company Name] will collect personal information directly from the individual concerned. When information is collected from third parties, [Company Name] will take reasonable steps to ensure the individual is aware of the collection and the purpose, unless an exemption applies.

### WHS-Related Collection Activities

Typical WHS activities involving collection of personal information include:

- Pre-employment and periodic medicals for safety-critical roles
- Health monitoring where exposure to certain hazardous chemicals, noise or other regulated risks occurs
- Drug and alcohol testing under a documented policy
- Incident, injury and near-miss reporting and investigation
- Fitness for work assessments following an injury, illness or extended absence

Before undertaking these activities, [Company Name] will, where reasonably practicable:

- Explain the purpose of the collection and how the information will be used