

1.0 Background, Purpose and Scope

1.1 Purpose

The purpose of this document is to provide information about the personal information Damar Industries Group collects, how that information will be handled, and how you can access your personal information or make a complaint about Damar's handling of the information in line with the Privacy Act 1993 (NZ) and the Privacy Act 1988 (Aust).

1.2 Background

Damar Industries Group is committed to holding personal information in a secure environment and will not disclose any personal information to third parties without prior consent from the employee, contractor, customer or supplier.

1.3 Scope

This policy applies to all Damar Group employees, contractors, customers, and suppliers.

2.0 Policy

2.1 Information collected and held by Damar Industries Ltd & Damar Industries Pty Ltd

The types of information we collect and hold are:

- Personal information relating to a person's business or professional capacity such as IRD/ABN/ACN, position, organisation, postal address, phone and fax numbers and email addresses.
- Personal information for human resources, finance and general entity administration purposes.
- Personal information for the purpose of organising, inviting and holding a conference, seminar or similar Damar event.

2.2 Consent to collect personal information

When registering for information or in completing and submitting any form on our website or otherwise, you will be providing us with personal information. By providing this information you are giving your consent for us to collect this information.

2.3 How and why we collect personal information

We collect information directly from the person we are working with to provide advice, materials and/or resources, or for the purpose of ascertaining your suitability for employment. We also collect information from publicly available sources. We will hold your information and use it to develop our relationship with you and/or send you information about our services or products that may be of interest.

2.4 How we hold personal information

We take all practicable steps to maintain the security of personal information to protect it from unauthorised disclosures. This will be either in hard copy format held in our secure offices, or in electronic format on our secure servers.

All employees are required to sign our confidentiality policy to ensure all information is secure. Our Email and Internet policy also provides information regarding holding/sharing personal information.

The information will be held for a period of time in line with statutory requirements and will be destroyed in a secure manner.

We comply with all statutory requirements required from third parties, i.e. financial institutions, etc.

2.5 The use of personal information

Your personal information will not be used for any purpose other than the purposes for which it was collected. Personal information will not be revealed, sold, distributed, rented, licensed, shared or passed on to any third party unless consent has been granted by the individual or organisation, or Damar is required to do so by law. Damar is committed to the use of personal information in accordance with the New Zealand and Australian Privacy Principles.

2.6 How to access or correct your personal information or make a privacy complaint

Damar is transparent and accountable for the limited personal information that we collect. Should you wish to access or correct the personal information we may hold, please contact the Privacy Officer (People & Compliance Manager) of Damar Industries Ltd on +64 7 345-6007 or write to:

PO Box 7084;
Te Ngae
Rotorua 3042
New Zealand

You may also use these contact details to notify us of a privacy complaint you may have against us, if you think we have failed to comply with our obligations under the New Zealand and/or Australian Privacy Principles.

2.7 Use of Third Parties

From time to time, Damar Industries may request and/or obtain information from third parties for the purpose of pre-employment vetting and/or assessing financial risk. Your consent will be requested prior to obtaining information.

2.8 Information disclosed by employees of Damar Industries Group

No employee will disclose information about you other than for the purpose of conducting business.

2.9 Information disclosed to overseas recipients

Business information provided by you may be disclosed between our New Zealand and Australian companies. No private information that is not relevant to our business dealings will be disclosed without prior consent.

3.0 Responsibility

Managers are responsible for ensuring their employees comply with this policy.

The People and Compliance Department is responsible for implementation and administration of this policy.

4.0 Interpretation

Any enquiries in relation to this policy should be directed to the People and Compliance Manager.