



ADAPS PERSONAL DATA COLLECTION PRIVACY MANAGEMENT POLICY



Adaps IT Pty Ltd
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Privacy Policy

ADAPS IT PTY LTD is committed to providing quality services to its stakeholders and this policy outlines Adaps ongoing obligations to its stakeholders in respect of how the stakeholders Personal Information is managed.

Adaps has adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which Adaps collects, uses, discloses, stores, secures and disposes of stakeholders Personal Information.

What is Personal Information and why does Adaps collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information Adaps collects includes: names, addresses, email addresses, phone and facsimile numbers.

This Personal Information is obtained in many ways including **(interviews, correspondence, by telephone and facsimile, by email, from stakeholders Adaps website, from media and publications, from other publicly available database)** and from third parties. Adaps doesn't guarantee website links or policy of authorised third parties.

Adaps collects stakeholders Personal Information for the primary purpose of providing Adaps services to stakeholders, providing information to Adaps clients and marketing. Adaps may also use stakeholders Personal Information for secondary purposes closely related to the primary purpose, in circumstances where stakeholders would reasonably expect such use or disclosure. Stakeholders may unsubscribe from Adaps mailing/marketing lists at any time by contacting Adaps in writing.

When Adaps collects Personal Information Adaps will, where appropriate and where possible, explain to stakeholders why Adaps is collecting the information and how Adaps plans to use it.

Sensitive Information

Sensitive information is defined in the Australian Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose



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- With stakeholder's consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, Adaps will collect stakeholders Personal Information directly and only from stakeholders. However, in some circumstances Adaps may be provided with information by third parties. In such a case Adaps will take reasonable steps to ensure that stakeholders are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Stakeholders Personal Information may be disclosed in many circumstances including the following:

- Third parties where stakeholders consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

Stakeholders Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When stakeholders Personal Information is no longer needed for the purpose for which it was obtained, Adaps will take reasonable steps to destroy or permanently de-identify stakeholders Personal Information. However, most of the Personal Information is or will be stored in client files which may be kept by Adaps for a minimum of 7 years.

Access to Stakeholders Personal Information

Stakeholders may access the Personal Information that Adaps holds about stakeholders and to update and/or correct it, subject to certain exceptions. If stakeholders wish to access stakeholders Personal Information, then they have to make a submission to Adaps in writing.

In order to protect stakeholders Personal Information Adaps will verify the identification from stakeholders before releasing the requested information.

Maintaining the Quality of stakeholders Personal Information

It is an important to us that stakeholders Personal Information is up to date. Adaps will take reasonable steps to make sure that stakeholders Personal Information is accurate, complete and up-to-date. If stakeholders find that the information that Adaps has is not up to date or is inaccurate, then they can advise Adaps as soon as practicable so records are up to date and ensure that Adaps can continue to provide quality services to the stakeholders.





Policy Updates

This Policy may change from time to time and is made available on Adaps website.

Privacy Policy Complaints and Enquiries

If stakeholders have any queries or complaints about Adaps Privacy Policy please contact us at:

ADAPS IT PTY LTD,
Suite 231, 1 Queens Rd,
Melbourne VIC - 3004
Email: info@adaps.com.au
Phone: 1800 50 51 52

Reference:

Australian Legislation Privacy Acts can be accessed using the link below

<https://www.legislation.gov.au/Search/privacy>



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