

Purpose

HWC Hydraulics & Equipment (HWC) is committed to protecting the confidentiality and privacy of its customers, employees and other stakeholders. HWC will manage personal, sensitive and confidential information in accordance with applicable privacy, contractual and legislative requirements.

Policy Statement

HWC will provide individuals with appropriate information about their privacy rights and any lawful limits to confidentiality, including where disclosure is required by law or necessary to meet a duty of care.

Policy Requirements

- manage personal information lawfully, openly and transparently;
- collect personal information only where it is reasonably necessary for HWC's business activities or service delivery;
- obtain consent before collecting, using or disclosing sensitive information, unless otherwise permitted or required by law;
- take reasonable steps to ensure information is accurate, current, complete and relevant;
- maintain appropriate physical, administrative and electronic safeguards against misuse, interference, loss, unauthorised access, modification or disclosure;
- allow individuals to request access to, or correction of, their personal information, subject to applicable legal limitations; and
- securely retain and dispose of personal, sensitive and confidential information in accordance with legal, contractual and business requirements.

Disclosure and Third-Party Information

Where HWC is required by law or authorised by a contractual arrangement to disclose confidential information, HWC will notify the affected customer or individual before disclosure unless notification is prohibited by law.

Information obtained from a source other than the customer or individual will be kept confidential. The identity of the source will not be disclosed unless the source has agreed, or disclosure is authorised or required by law.

Responsibilities

All employees, contractors, subcontractors, consultants, external service providers and other persons acting on behalf of HWC must protect confidential information obtained or created while performing HWC activities. Confidential information must not be used or disclosed except for an authorised business purpose or where required by law.



Aaron Masterman
Managing Director