



PRIVACY POLICY

At CourtHeath Consulting, we are committed to the proper management of all personal information.

In this Privacy Policy the term "personal information" refers to any information or opinion about an individual whose identity is apparent or can be reasonably ascertained from the information or opinion.

Collection

What personal information does CourtHeath Consulting collect and hold?

The kinds of personal information that CourtHeath Consulting collects and holds include:

- employment information and information relating to sub-contractors and business partners
- contact information for clients and people making enquiries
- compliance information, and
- information for the purpose of providing advice to clients.

CourtHeath Consulting does not hold sensitive information such as information about an individual's race, ethnicity, political opinion or party membership, religion, union membership, sexual preference or criminal record.

How does CourtHeath Consulting collect information?

CourtHeath Consulting collects personal information through:

- direct contact from clients and people making enquiries by telephone or email, and
- affiliation with professional and other associations

Why does CourtHeath Consulting collect personal information?



CourtHeath Consulting collects personal information:

- to maintain employment, business and accounting records
- to identify, create and provide services to clients and prospective clients.
- to establish and operate marketing and information services

Use and Disclosure

How and where does CourtHeath Consulting use and disclose personal information?

CourtHeath Consulting may disclose personal information to the following persons, organisations or types of organisations for the purposes of operating its business and providing services to clients:

- information systems and technology companies;
- market research companies;
- mailing houses;
- consultants; and
- contractors.

What if I do not want my personal information to be disclosed?

If you do not want your personal information to be disclosed CourtHeath Consulting will endeavour to accommodate this request.

Data Security

CourtHeath Consulting takes reasonable steps to keep all personal information secure and to protect that personal information from misuse, interference and loss and from unauthorised access, modification or disclosure.

If CourtHeath Consulting determines that personal information is no longer needed for any purpose, CourtHeath Consulting will take reasonable steps to destroy or permanently de-identify that personal information, unless CourtHeath Consulting is required by law or a court or tribunal order to retain the information.

When using the CourtHeath Consulting website you should be aware that no data transmission over the internet can be guaranteed as totally secure. Although



CourtHeath Consulting strives to protect such information, CourtHeath Consulting does not warrant the security of any information transmitted to it over the internet. Any information transmitted to CourtHeath Consulting over the internet is done so at the risk of the person or organisation transmitting the information.

Access, Corrections, Complaints and Further Information

CourtHeath Consulting endeavours to keep personal information accurate, complete and up-to-date. If any person wishes to access, review or request corrections to his or her personal information held by CourtHeath Consulting or complain about a breach of the Australian Privacy Principles or a registered APP code that binds CourtHeath Consulting, the person may do so at any time by contacting CourtHeath Consulting on the details below during normal business hours, Monday to Friday. However, CourtHeath Consulting may refuse to provide any person with access to information where CourtHeath Consulting is permitted by law to withhold that information.

When CourtHeath Consulting receives complaints regarding a breach such as that identified above, CourtHeath Consulting will review and respond to the complaint within a reasonable period after receipt of the complaint.

If any person requires information about the way CourtHeath Consulting manages his or her personal information or has any queries, problems or complaints the person should also contact CourtHeath Consulting on the details below.

info@courtheath.com.au