



## Privacy Policy

### Our Strategies

- ✓ A copy of the Solved IT Privacy Principles will be included in the new employee starter kit and will be covered in the employee induction program.
- ✓ Solved IT may bulk email our clients business bulletins and will ensure that all client email addresses are sent via BCC so as to protect their unanimity.
- ✓ If a client asks us to remove them from our mailing list, Solved IT will do so immediately upon receipt of a request in writing from our client.

At Solved IT we recognize that privacy is important. This document outlines the steps we take to safeguard information.

- Solved IT Pty Ltd will collect by lawful and fair means only personal information necessary for Solved IT Pty Ltd business activities.
- All staff members involved in collecting personal information must ensure that it is accurate, complete and up-to-date.
- Solved IT Pty Ltd must protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.
- Solved IT Pty Ltd will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose.
- Solved IT Pty Ltd's Privacy Principles are available to anyone who asks for it - via Solved IT Pty Ltd website and by mail.
- Customers have the right to gain access to information Solved IT Pty Ltd holds about them.
- Solved IT Pty Ltd does not use government agencies identifiers, such as tax file numbers, to identify individuals.
- Solved IT Pty Ltd is committed to the protection of employees' personal information e.g. employee records and employee health information.
- Solved IT Pty Ltd is prohibited from collecting 'sensitive information' unless the individual has provided consent, the collection is required by law or the information is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual.