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PRIVACY POLICY

PRIVACY STATEMENT

Equal Bytes is an Australian owned and registered company with its office and principal place of business being Level 1, 63-65 Bayview Crescent, The Basin, Victoria, Australia 3154.

Equal Bytes complies with the Commonwealth Privacy Act. Collection, storage and distribution of personal and professional information is managed in accordance with the National Privacy Principles.

Equal Bytes is committed to safeguarding personal and professional privacy and protecting the privacy of visitors to our website. We do not collect information from visitors to our website.

INFORMATION COLLECTED

Employee Information

Equal Bytes holds personal information on employees as required for business management, payment and taxation purposes and employee safety.

Client Information

Equal Bytes holds professional information including:

- Clients' details.
- Details of contracts and jobs for clients.
- Project information required for jobs.

HOW WE COLLECT AND HOLD INFORMATION

Equal Bytes generally collects information directly from employees, applicants and clients upon request.

Professional information is collected for the purposes of providing services and in consultation with our clients.

*Working together
to help companies thrive
in a rapidly changing world*



Equal Bytes may also collect information from third parties; for example, previous employers, public sources, surveys relevant to projects.

STORAGE AND SECURITY OF PRIVATE INFORMATION

Equal Bytes only uses information for the purposes for which it was collected.

Details are only supplied to a third-party when it is required by law, for goods or services which you have purchased or to protect our copyright, trademarks and other legal rights.

Equal Bytes takes steps to protect the security and confidentiality of the information it holds. These steps include multi-layered password protection for accessing databases and IT systems and physical access restrictions.

ACCESSING AND CORRECTING PERSONAL INFORMATION OR MAKING A COMPLAINT

You can access, and ask that Equal Bytes corrects the information we hold about you on our files, or make a complaint about how we have handled your personal information. Equal Bytes will respond within 30 days.

Equal Bytes can refuse to give you access to your personal information if there is a valid reason. Examples of a valid reason include:

- Belief that giving you access may endanger the life, health or safety of any individual, or endanger public health or safety.
- Giving you access would have an unreasonable impact on the privacy of other individuals.
- Your request is frivolous or vexatious.
- Your personal information is part of existing or anticipated legal proceedings between you and the organisation.

RELATED LEGISLATION

- Privacy Act (1988)

Written By: Kaye Csorgo

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