



Privacy Policy

Policy Document

1/04/2019

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Contents

1. Introduction	4
2. Document Scope	4
3. Policy Status	4
4. What is Personal Information and why do we collect it?	4
5. Sensitive Information	5
6. Third Parties	5
7. Disclosure of Personal Information	5
8. Security of Personal Information	5
9. Access to your Personal Information	5
10. Maintaining the Quality of your Personal Information	6
11. Policy Updates.....	6
12. Privacy Policy Complaints and Enquiries.....	6

Document control responsibilities

Role	Responsibility	Assigned to	Position
Document Owner	Overall responsibility for the accuracy of the document, nominating reviewers and distribution.	Warwick Chai	Managing Director
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Reviewers	Document accuracy in relation to their area of responsibility.	Stefan Baumann	Director Consulting Services & Operations
	Document accuracy in relation to their area of responsibility.	Jo-Anne Manelopoulos	Executive Assistant & Office Manager
	Final Review	Warwick Chai	Managing Director

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3		

Review and Approval

The following persons have reviewed this document and authorised it for issue:

Approved By	Title	Signature	Date
Stefan Baumann	Director Consulting Services & Operations		
Warwick Chai	Managing Director		

1. Introduction

Brave New World Consulting is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your business Information. A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au.

We have found from extensive testing that within our organisation for work processes, policies or guideline documents to be effective, the information provided needs to be succinct, precise, relevant and typically limited to 5-10 pages.

2. Document Scope

This policy applies to the entire organisation – Global (regardless of employment agreement or rank). Company employees are bound to follow our Privacy Policy while performing their duties.

3. Policy Status

This policy was last reviewed and revised in March 2019.

4. What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: 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, via our website www.bnwconsulting.com, from your website, from media and publications, from other publicly available sources etc.]** and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

5. Sensitive Information

Sensitive information is defined in the 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
- With your consent; or where required or authorised by law.

6. Third Parties

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

7. Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

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

8. Security of Personal Information

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

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information.

However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

9. Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing. We will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Information.

To protect your Personal Information, we may require identification from you before releasing the requested information.

10. Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

11. Policy Updates

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

12. Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy, please contact the Director Consulting Service & Operations or the Office Manager.

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