

## MSS Privacy Policy

MSS Security is committed to protecting the privacy of an individual's personal information in accordance with the *Privacy Act 1988*, the Australian Privacy Principles, and this Privacy Policy. Personal Information is information or an opinion relating to an individual that can be used to identify that individual.

The MSS Privacy Policy covers MSS Security's related entities including: MSS Security Pty Ltd, MSS Security Group Pty Ltd, MSS Strategic Medical Pty Ltd, and Australian Security Connections Pty Ltd (**the MSS Group**)

## Personal Information - Collection

A range of Personal Information may be collected including the name, address, date of birth, gender, contact details (including email, address and phone number) of our current and potential clients, customers, contractors, suppliers and other people who interact with the MSS Group.

We may collect your Personal Information as part of our normal business operations, and to meet our legal obligations. Personal Information will usually be collected directly from you but at times may be collected from a publicly available source or a third party.

## Personal Information – Use and Disclosure

We may use Personal Information:

- For the conduct of our business and business activities.
- To provide you with information and services.
- To receive goods or services;
- To share with our advisors and consultants;
- For a purpose that you consent to; and/or
- As we are required or authorised to by law.

We may disclose Personal Information:

- To third parties such as members and employees of the MSS Group and external service providers including our business partners, advisors, contractors and suppliers.
- Where required or authorised by law.
- Where you authorise us to disclose the Personal Information.

We may use and disclose your Personal Information outside Australia.

Where we engage third party external service providers and suppliers we will take reasonable steps to ensure that they comply with the Australian Privacy Principles and the Privacy Act 1988 but we do not accept responsibility for the misuse of Personal Information by those third parties.

## Personal Information – Storage and security

We will take reasonable steps to keep Personal Information secure from unauthorised: use, loss, access, modification, and disclosure. We require our employees and contractors to protect the privacy of Personal Information.

If we no longer require your Personal Information we will take reasonable steps to destroy it.

|  |                                    |                         |            |             |
|--|------------------------------------|-------------------------|------------|-------------|
| <br>An SIS Group Enterprise | L&C A001.1                         | Reviewed: 12 March 2014 | Version: 1 | Page 1 of 2 |
|  | Printed documents are uncontrolled |                         |            |             |

## Personal Information – Access and Correction

You can access, correct and update any Personal Information we may hold about you by contacting us via the contact details below.

## Further Information and Complaints

If you have any questions or complaints please contact the MSS Group by email at [privacy@mssecurity.com.au](mailto:privacy@mssecurity.com.au) or on 02 9930 4221.


## Responsibilities

| Position        | Responsibility/Authority   |
|-----------------|--|
| All Employees   | Comply with the Privacy Policy                                       |
| Privacy Officer | Receive and action complaints and requests for change of information |
|                 |  |
|                 |  |
|                 |  |

## History

| Version | Date      | Author        | Reason                      |
|---------|-----------|---------------|-----------------------------|
| 1.0     | 11 Mar 14 | Andrew Kinton | Comply with new legislation |

## Approval

| Name          | Signature   | Position          | Date      |
|---------------|---|-------------------|-----------|
| Mike McKinnon |  | Managing Director | 11 Mar 14 |