



squires plumbing

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PRIVACY POLICY

The purpose of this policy is to outline how Squires Plumbing stores and handles all personal information provided to them by stakeholders of the company.

Squires complies with all Tasmanian and Federal privacy laws including (but not limited to)

- The Privacy Act 1988
- The Personal Information Protection Act 2004
- The Fair Work Act 2009

In the course of performing works for the company, Squires Plumbing employees may collect information including (but not limited to) names, addresses, phone numbers, email addresses, bank account details of suppliers and photographs of both existing and Squires-completed plumbing workmanship. This information is collected via the phone, email, website enquiries and by face-to-face interactions with our employees. All information is stored electronically via password-protected databases that are routinely backed up and have additional IT safeguards applied to them. Squires Plumbing is also committed to ensuring that its systems are prepared against all forms of cybercrime.

Squires Plumbing collects relevant information in order to

- provide plumbing services to its clients;
- ensure employees are treated as per the National Employment Standards;
- comply with its legal obligations; and
- complete all works as per the Plumbing Code of Australia and the National Construction Code.

Stakeholder personal information will only ever be used to perform plumbing works or to ensure employees of Squires Plumbing are treated as per their employment contract and Fair Work conditions. Should an occasion arise where personal information is required to be disclosed to an external entity, the stakeholder will be advised in advance and approval obtained prior. An example of this may be passing on a stakeholder's residential address in order to complete part of a plumbing job (e.g., delivering materials for a job).

Squires Plumbing is a Tasmanian owned and operated company and all information of all stakeholders remains within the legal jurisdiction of Tasmania, Australia. Should any stakeholder wish to make a privacy complaint, this can be done via the Australian Government Office of the Information Commissioner.

All information is retained for a minimum of five years as required by the Australian Taxation Office and other statutory/regulatory laws.

Nicholas Squires
Director

Thomas Squires
Director