

# PRIVACY POLICY

Bright Brewery 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 NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at [www.oaic.gov.au/](http://www.oaic.gov.au/).

## 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 includes names, addresses, email addresses, phone, bank account details and tax file numbers, RSA information etc.

This Personal Information is obtained in many ways including, recruitment applications, interviews, induction forms, correspondence, by telephone, email, via our website [www.brightbrewery.com.au](http://www.brightbrewery.com.au) and from third parties. We don't guarantee website links or policy of authorised third parties.

As an employee, we collect your Personal Information for the primary purpose of managing your employment at Bright Brewery.

For others, 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 clicking the unsubscribe link or emailing [digital@brightbrewery.com.au](mailto:digital@brightbrewery.com.au).

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.

## 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.

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## **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. Bright Brewery acknowledges that, in compliance with Australian privacy laws, when personal information is provided to us by third parties, we will handle and protect such information with the same level of care and security as if it were directly collected from the individuals involved, ensuring its confidentiality, and adhering to our privacy commitments.

## **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.

## **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 staff hard copy & electronic files which will be kept by us for a minimum of 7 years.

## **ACCESS TO YOUR PERSONAL INFORMATION**

You may access the Personal Information we hold about you to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

Bright Brewery will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Information.

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

## **MAINTAINING THE QUALITY OF YOUR PERSONAL INFORMATION**

It is 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.

## **POLICY UPDATES**

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

## **PRIVACY POLICY COMPLAINTS AND EQUIRIES**

If you have any queries or complaints about our Privacy Policy, please contact us at:

Finance & Administration Manager

Bright Brewery

121 Gavan Street,

Bright Vic 3741

Phone +61 3 57 551 346

Email: [admin@brightbrewery.com.au](mailto:admin@brightbrewery.com.au)

For more information, you may also contact the Office of the Australian Information Commissioner on 1300 363 992.