

KTS Recycling takes privacy and confidentiality of sensitive information very seriously. We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988.

KTS manage and regulate the information discretely and this policy covers our obligations in respect of how we manage Personal & Sensitive Information that KTS collects, use, disclose, store, secure and dispose of.

## **1. Personal Information**

Personal Information is information or an opinion that identifies an individual. KTS collects personal information:

- 1.1 When hiring new workers. This initial information includes name, contact details, address and driver's licence or any qualifications. This information is kept on file in the admin office and updated on Skytrust for personnel data, which is only accessible by authorised people.
- 1.2 For the primary purpose of providing our services to our Interested parties (in reference to KTS Recycling Stakeholders' Statement) 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.
- 1.3 This Personal Information is obtained in many ways including interviews, correspondence, Council databases, customer data bases, by telephone and email, via our website, from media and publications, from other publicly available sources, from cookies
- 1.4 The personal information is stored and kept confidential and not disclosed to other third parties unless requested and we are legally obligated to do so.

## **2. 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.

- 2.1 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.
- 2.2 KTS also collects payroll data of new workers including bank account details, TFN and insurance nominee information for payment purposes. This information is stored by the admin team and kept confidential.

### **3. Data Security and Storage**

3.1 KTS takes reasonable steps to protect any personal information from misuse, interference, loss, and from unauthorised access, modification or disclosure. This includes:

- Secure physical and digital storage
- Access controls and authentication
- Staff training and confidentiality agreements

3.2 KTS takes reasonable steps to destroy or permanently de-identify your personal information, when your personal information is no longer needed for the purpose for which it was obtained however, most of the personal information will be stored in file or Skytrust which will be kept for a minimum of 7 years.

### **4. Access to Personal Information**

4.1 Should a worker wish to access their personal information or to request a correction to information, they should put this information in writing to either the admin or QSE team depending on what data it is.

### **5. Enquiries & Complaints**

5.1 Should you have any queries about how their personal information is being handled, they should lodge an enquiry or complaint in writing and send to the QSE team to investigate. The written complaint should address the exact information that was handled, who handled it and the exact issue they have with the handling or storage of the information. The issue at hand will be investigated and a response provided within 7 days. If still unresolved, the matter will be escalated to higher management to resolve.

As Managing Director, I will make certain that the necessary resources are available to ensure the company's risks are managed effectively.

*Authorised by: Mark Jeffs, Managing Director*

*Date: 18 June 2025*