



# Privacy

## Our Commitment

At BUSY At Work, we are committed to protecting the privacy and security of your personal information. In accordance with Australia's Privacy Principle 5 (APP 5) of the Privacy Act 1988 (Cth), this privacy statement outlines how we collect, use, disclose, and manage personal information.

### COLLECTION OF PERSONAL INFORMATION

We only collect personal information that is necessary for our business functions and activities. This information may include, but is not limited to, your name, contact details, date of birth, employment details, and other information relevant to the services we provide.

### HOW WE COLLECT PERSONAL INFORMATION

We collect personal information directly from you through various means, including:

- Application forms
- Online forms and submissions
- Phone and email communications
- In-person interactions
- Participation in our programs and services

In some instances, we may collect personal information from third parties, such as your employer, educational institutions, or government agencies, with your consent or as required by law.

### USE AND DISCLOSURE OF PERSONAL INFORMATION

We use your personal information to:

- Provide and manage our services
- Communicate with you regarding your participation in our programs
- Comply with legal and regulatory obligations
- Improve our services through feedback and data analysis

We do not disclose your personal information to third parties without your consent unless required or permitted by law. We may share your information with service providers who assist us in delivering our services, under strict confidentiality agreements.

### STORAGE AND SECURITY OF PERSONAL INFORMATION

We take reasonable steps to ensure the security of your personal information, including:

- Using secure servers and encryption
- Restricting access to personal information to authorised personnel only
- Implementing physical security measures at our premises

### ACCESS AND CORRECTION OF PERSONAL INFORMATION

You have the right to access and correct the personal information we hold about you. If you wish to access or update your information, please contact us using the details provided below. We will respond to your request promptly and in accordance with the Privacy Act.

### CONTACT US

If you have any questions, concerns, or complaints about how we handle your personal information, please contact our Privacy Officer at:

BUSY At Work  
Email: [busy@busyatwork.com.au](mailto:busy@busyatwork.com.au)  
Phone: 132 879

We are committed to resolving any privacy concerns and will respond to your inquiries in a timely manner.