

# PRIVACY POLICY

## PRIVACY IS IMPORTANT TO US

This Privacy Policy sets out Quickfire Emergency Management's (QFEM) commitment to protecting the privacy of the individual with regards the personal information it gathers in the performance of its services to our client Organisation. This policy sets out to explain:

- ❖ Why we collect and disclose personal information for the use of our client Organisation.
- ❖ How we comply with our obligations as set forth in the Australian Privacy Act 1988 and the Australian Privacy Principles.
- ❖ How you can contact us to discuss the collation of personal information or if you wish to access the personal information we may hold about you.

## WHAT INFORMATION DO WE COLLECT?

QFEM will only collect information that is necessary for the functions of managing the compliance status of various client Organisations in line with their requirements under:

- Building Fire Safety Act 2008
- Australian Standards 4083 – 2010
- Australian Standards 3745 - 2010
- General Fire Regulations 2010
- Workplace Health & Safety Regulations 2012

The information collected is limited to:

- a person's full name;
- current email address (preferably Organisation provided); and
- role/occupation within the Organisation.

Without the provision of these details QFEM would be unable to perform the functions necessary to provide an online database for our client Organisation's to access, so that they have the ability to address their compliance requirements.

## HOW WE COMPLY WITH OUR OBLIGATIONS?

All reasonable steps are taken to protect personal information from misuse, loss, unauthorized access, modification or disclosure. We do not disclose an individual's personal information to third parties unless we become permitted to do so by law or we have been given authority by the individual to do so. We adhere to the Information Privacy Principles – Division 2 of the Privacy Act 1988 – Principles 1 – 11. (link needed to pdf).

## ACCESSING AND EDITING PERSONAL INFORMATION

It is possible for an individual to request access to their personal information or for their information to be edited by contacting us at the address below. If an individual has a question about our Policy or wishes to make a complaint about the way we have collected, used, held or disclosed that information a written complaint should be provided to us by contacting our Privacy Officer and we will promptly consider and attend to resolve the matter. If at any time you feel that your complaint has not been dealt with by us in an efficient and reasonable manner you may make a further complaint under the Privacy Act to the Office of the Australian Information Commissioner.

## CONTACT

### Privacy Officer

Quickfire Emergency Management  
6 Vieste Drive  
Glenorchy Tasmania 7010  
Email: [info@quickfire.net.au](mailto:info@quickfire.net.au)

### Office of the Australian Information Commissioner

Website: [www.oiac.gov.au](http://www.oiac.gov.au)  
Phone: 1300 363 992

Amendments to this policy may be attended to from time to time with updated versions being available on our website – Last Updated 11/1/18.