

PETER BERRY CONSULTANCY

Privacy Policy

Peter Berry Consultancy is concerned to manage the personal information we collect from you in a fair and transparent manner and we actively comply with the requirements and spirit of the Privacy Amendment (Private Sector) Act 2000. Questions regarding our policy can be directed to our Privacy Officer Lynn Tavel on (02) 9967 9666 or to our address 120C Sailors Bay Road, Northbridge NSW 2063.

What is personal information?

Personal information refers to information or an opinion about you from which your identity can reasonably be ascertained. We only collect personal information that we need for a specific purpose such as profiling, consulting, training or development.

How we collect your personal information

We typically collect personal information directly from you or your organisation as part of our profiling or consulting services. At all times, we will be open with you about the type of personal information we collect and how it will be used.

Why we collect and how we use your personal information

We rely on the collection of personal information to enable us to provide profiling, assessment and consulting services to our client organisations. We will take steps to ensure that the personal information we have about you is accurate, complete and up to date when we use it.

How we keep your personal information

We store your personal information in a combination of secure computer files and paper-based files. We take steps to ensure that your personal information is not misused, lost, accessed by unauthorised people, modified or inappropriately disclosed to others. We also destroy or permanently de-identify personal information when we no longer need it.

Who will have access to your personal information

We use the personal information we collect from you to provide profiling, training, consulting, selection or development services to our client organisations. In situations where your information is to be provided to an associate of our organisation, we will attempt to limit that access to the extent necessary for our associate to perform their functions. We will ensure that our associates are bound by duties of confidentiality and the same privacy obligations as Peter Berry Consultancy. We will not release your personal information to another party without your written permission, except where required by law or relevant professional codes of ethics (e.g., prevention of harm to self or others).

How you can access or correct your personal information

You may request, in writing, access to the information we have collected about you. When you make a request to access personal information, we will require you to provide some form of identification (eg. Driver's licence or passport) so we can verify that you are the person to whom the information relates. In some situations, we may charge a fee for our costs in providing the information to you. If you wish to change information that is incorrect, please contact our Privacy Officer. We are unable to provide you with access to information about other people that is commercially sensitive to our client organisations or where release would breach other legal or ethical requirements.

Information about this policy

We may update this policy from time to time. The most current version will be available on our website and in print from our offices. If you have any questions about this policy, please contact our Privacy Officer.

Concerns

If you have concerns about how we are handling your personal information, please contact our Privacy Officer so that we can investigate and address them. If you are not satisfied with the way in which we handle your complaint, you may contact the Privacy Commissioner at:

Australian Privacy Commissioner
Privacy Commissioner's Office
GPO Box 5218
SYDNEY NSW 1042