

# Frontline

| Projects Australia

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## Privacy Policy

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## Revision History

Version	Title	Name	Date
V1.0	Initial	RK	20240527

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## Proudly ADF Veteran Owned & Operated

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## Purpose

This Privacy Policy outlines how we collect, use, disclose, and manage personal information. It also describes the measures we take to protect the privacy of individuals (including employees).

## Structure

This Privacy Policy includes information on:

- a) Collection of Personal Information
- b) Use of Personal Information
- c) Disclosure of Personal Information
- d) Storage and Security of Personal Information
- e) Access to and Correct Use of Personal Information
- f) Complaints Handling
- g) Updates to this Privacy Policy

## Preparation

We have prepared this Privacy Policy to ensure compliance with the Privacy Act 1988 (PA 1988) (including Australian Privacy Principles - APP) and to demonstrate our commitment to protecting the Privacy of Individuals whose Personal Information we collect.

As a Contractor which pride ourselves on the upholding of Commonwealth Security Information, we endeavour to ensure that, we not only abide by the PA 1988, but also surpass our due diligence by complying with Australian Commonwealth National Security Requirements as far as reasonably practicable for the size, scale and capability of our organisation.

We understand that by there are significant risks associated as a Commonwealth Delivery Contractor if Frontline do not abide by the PA 1988 including APPs. Accordingly, our Managing Director has implemented multiple strategies (including Frontline's Computer Surveillance Policy and Frontline's Cyber Security Policy) to ensure that compliance with these duties is adhered to ensure the ongoing compliance of Frontline Projects commitment to National and Commonwealth Security.

## Operation

Our employees and contractors are trained to understand and comply with the Frontline Privacy Policy. We regularly review our procedures to ensure ongoing compliance with the PA 1988.

## Assurance

We are committed to maintaining the Security and Confidentiality of Personal & Commonwealth Information. We have implemented appropriate physical, technical, and administrative measures to protect personal information from misuse, interference, loss, unauthorised access, modification, or disclosure.



This includes the implementation of Frontline's Computer Surveillance Policy and Frontline's Cyber Security Policy.

## Limits

We only collect personal information that is reasonably necessary for, or directly related to, our functions or activities. We do not collect sensitive or unsolicited information unless required by law or with the individual's consent.

## Primary Purpose Usage

We may collect, use, and disclose personal information for the primary purpose for which it was collected, or for a related secondary purpose where the individual would reasonably expect us to do so, or as otherwise permitted by Australian Law. Please note this does not include breaching the APPs and utilising any illegal unsolicited disclosure of you, or your family's circumstances, without first informing you of the impending disclosure.

If there are any concerns, then Frontline Projects Australia requests you, as soon as practicable, inform us to rectify any such breach of privacy noted within this Privacy Policy.

## Secondary Purpose Usage

In accordance with the PA 1988 (including APPs), Frontline may use or disclose personal information for a secondary purpose if:

- a) The individual has consented to the use or disclosure,
- b) The use or disclosure is required or authorised by law,
- c) The use or disclosure is necessary for the enforcement of a law, or the protection of public revenue, (which does not include our own commercial interests if it against Australian Law as dictated by the PA 1988 and APPs),
- d) The use or disclosure is necessary to prevent or lessen a serious threat to the life, health, or safety of an individual or to public health or safety.

## Summary

Frontline Projects Australia Pty Ltd are committed to protecting the Privacy of individuals and ensuring compliance with the Privacy Act 1988 including the APPs. If you have any questions or concerns about our Privacy Policy or our practices regarding Personal, or, Commonwealth Information, please contact us via our email at [admin@frontlineprojectsaustralia.com.au](mailto:admin@frontlineprojectsaustralia.com.au)



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