

Purpose

This Policy exists to establish the requirements for compliance to the Australian Privacy Principles contained in the Privacy Act 1988 (Cth) (the Privacy Act) required to be met by Omni-Com.

This Policy applies to all employees, sub-contractors and outlines how personal and sensitive information is managed by Omni-Com.

Commitment

Omni-Com Management is committed to:

- Ensuring that the use of sensitive information including personal details and information is managed effectively at all levels.
- Providing quality services to all and ensuring our obligations are met in regards to managing personal and sensitive information.
- Eliminate the risk of secure private and personal information being obtained and used inappropriately.
- Follow through on any complaints relating to the unauthorised release of personal or sensitive information to internal or external parties.
- Upon receipt of information from third parties will clarify with the person to confirm that it is true and correct before acting on the information change.

Responsibility

All

- Obey all directions from Senior Management and Directors as to how to manage sensitive information once collected for the purposes of Omni-Com conducting its business
- If authorised to access the personal and sensitive information, not to disclose or release any information that shouldn't be given to third parties.

Manager or Supervisors

- All staff under their responsibility comply with this policy
- Report to Senior Management and/or Directors any known breach of the Policy
- Ensure staff under their responsibility that handle sensitive or personal information understand their obligations under this Policy.

Directors and Senior Managers

- Ensure that all systems designed to store sensitive and personal data is maintained appropriately to reduce the risk of personal or sensitive information being accessed by unauthorised persons.

Legal Requirements

- Australian Privacy Laws
 - Omni-Com will ensure, so far as is reasonably practicable, that workers and other persons are operating within the Australian Privacy Principles contained in the Privacy Act 1988. The manner in which information is collected used, disclosed secured, stored and disposed of is set out by the office of the Australian Information Commissioner (www.aaic.gov.au).

Failure to Comply

Failure to comply with the Omni-Com Policy will result in a investigation and potential disciplinary actions being taken (up to and including summary dismissal based on the circumstance) against the individual(s) and/or Company identified during the investigation process.

The Omni-Com Disciplinary Procedure is to be referenced for more information on process and potential actions to be taken against anIndividual(s) or a company.

M. Bekdach

Director
Omni-Com Pty Ltd

A. Wawi

Director
Omni-Com Pty Ltd