



PRIVACY POLICY STATEMENT

The privacy policy outlines our policies and procedures in relation to all collection, use of and disclosure of information/data gathered by Lowcock Builders.

Lowcock Builders gathers data/personal information for various reasons, across HR, Safety, Environment, Quality, Licensing and Training areas.

All personal/sensitive information gathered is stored on Dropbox- and place in the relevant folders for example (HR information is stored in HR/ Staff/ Employee name/ License etc..) Only Administration staff have access to Dropbox, and work under a confidentiality agreement.

Site Books also used to gather and store personal information for Inductions or incidents (personal details, emergency contact information, cards & tickets), subcontractor safety compliance information is also gathered and stored through Site Book to the project (SWMS, SDS, ABN, Workcover details, insurance details, company license details). Access to sensitive information is restricted to Administration Users only who work under a confidentiality agreement. Other information like SWMS, SDS and other project safety information is available for others to view onsite as a project safety requirement.

Lowcock Builders are moving away from paper data gathering and storage, to be more environmentally friendly and more efficient. But the small amounts of paper data from past to present is store according to the document control of records procedure, filed and retained in accordance with codes of practice and access to paper documents is only granted to administrative staff (who hold Master keys, and work under a confidentiality agreement).

OBLIGATIONS

- Lowcock Builders' Privacy Policy is dedicated to ensuring the safety and protection of information gathered and retained by the company, to also ensure only authorised access to personal information is granted.
- Lowcock Builders has in place a fully documented Quality Management Systems, externally certified to ISO 9001: 2015, continual reviews and audits are undertaken to ensure constant improvement and compliance.

OBJECTIVES

- To ensure the safety and protection of personal/sensitive information gathered;
- To ensure only authorised access to personal information;
- To outline how the information will be gathered and stored;
- Monitor all systems and procedures around document control of records;
- To maintain the safe storage of sensitive information for all employee's, contractors and clients;
- Comply with legislative and codes of practices requirements;
- Comply with the requirements of ISO 9001:2015.

To implement this policy, we shall focus on compliance with codes of practice, and compliance with our document control of records procedure.


John Lowcock, Managing Director
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