



## 1. Introduction

Tasweld is committed to protecting the privacy of individuals and handling their personal information in accordance with the Australian Privacy Principles (APPs) as outlined in the Privacy Act 1988 (Cth).

## 2. Collection of Personal Information

We may collect personal information from customers, suppliers, employees, and other individuals with whom we interact. This information may include but is not limited to:

- Contact details (name, address, email, phone number)
- Employment information
- Financial information for transactions

We collect personal information by lawful and fair means and only when necessary for our business functions.

## 3. Use and Disclosure of Personal Information

We will only use and disclose personal information for the primary purpose for which it was collected, or for purposes related to that primary purpose that the individual would reasonably expect. This may include:

- Processing and fulfilling orders
- Providing customer support
- Managing employment relationships
- Complying with legal obligations

We will not disclose personal information to third parties unless consent is obtained, or disclosure is required or authorised by law.

## 4. Data Security

We take reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification, or disclosure. This includes the use of secure servers, encryption, and access controls. Security measures will be reviewed and revised regularly.

## 5. Access and Correction

Individuals have the right to access their personal information held by Tasweld and may request correction if necessary. Requests for access or correction can be made by contacting our Administration Manager using the details provided in section 7.

## 6. Complaints

If an individual believes that their privacy has been breached, they may contact our Administration Manager using the details provided in section 7. We will investigate and respond to complaints in accordance with the APPs.

## 7. Contact Information

**Administration Manager:** Rowena Mereszka **Email:** [rowena.mereszka@tasweld.net.au](mailto:rowena.mereszka@tasweld.net.au)  
**Phone:** (03) 62081744 **Address:** 1 Hale Street DERWENT PARK 7009

## 8. Changes to this Privacy Policy

This privacy policy may be updated from time to time to reflect changes in our practices or for legal reasons. The latest version will be available on our website.



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