Privacy Policy	
Purpose	To ensure that everyone dealing with Byte understands Byte's commitment on privacy.
Policy	Byte is committed to the Australian Privacy Principles (APPs), which are contained in Schedule 1 of the Privacy Act 1988 that came into effect on 12 March 2014 that details how businesses must handle, use and management personal information.
Principles	The principles of APP cover: • The open and transparent management of personal information including having a privacy policy. • An individual having the option of transacting anonymously or using a pseudonym where practicable. • The collection of solicited personal information and receipt of unsolicited personal information including giving notice about collection. • How personal information can be used and disclosed (including overseas). • Maintaining the quality of personal information. • Keeping personal information secure. • Right for individuals to access and correct their personal information.
Scope	This policy applies to all Byte's full time, part time and casual employee, and contractors.
Definitions	APP 1 – Open and transparent management of personal information. Byte manages personal information in an open and transparent way. This includes a clearly expressed and up to date APP privacy policy on how we manage personal information. Byte only collects personal information, such as, name, address, email address, phone number, date of birth, medical history, bank account details on its employees (including contractors) for internal use only. Only authorised person in Business Operations with human resource function is able to access personal information. No personal information will be disclosed to anyone other than the authorised person to enable accurate payment of salaries or wages and contractor payments. In the case of all Byte's customers, we will collect the email address the customer nominated and any other identifying information provided by the customer, such as name, title, phone number and bank account details. Byte does not collect other personal or sensitive information. APP 2 – Anonymity and pseudonymity. Byte to give individuals the option of not identifying themselves, or of using a pseudonym. A pseudonym is a name, term or descriptor that is different to an individual's actual name. APP 3 – Collection of solicited personal information. Byte may collect personal information, if it saw fit, by lawful and fair means. Byte do not collect 'sensitive' information from our employees nor from our customers. APP 4 – Dealing with unsolicited personal information. Unsolicited personal information is personal information received by Byte that has not been requested by Byte. When unsolicited personal information is received Byte must afford appropriate privacy protection. As a general rule Byte do not collect unsolicited personal information. APP 5 – Notification of the collection of personal information. When Byte collects personal information about an individual Byte take reasonable steps to secure the information. Where person requested clarification on what the information

	is used for Byte endeavour to clarify why the information is collected. Byte do not collect personal information that people do not want to provide. APP 6 – Use or disclosure of personal information. Outlines the circumstances in which Byte may use or disclose personal information that it holds. Byte only collect personal information for salary and wages payment and for invoicing purposes. APP 7 – Direct marketing. Byte may only use or disclose personal information for direct marketing purposes if Byte customers gave permission to us to market to. APP 8 – Cross-border disclosure of personal information. Byte only disclose personal information cross-border if its customer gave approval and the personal information is to be used to achieve Byte's vision and strategy. APP 9 – Adoption, use or disclosure of government related identifiers. Byte's executive management is responsible for reviewing and approving the adoption of a government related identifier of an individual. APP 10 – Quality of personal information. Byte take reasonable steps to ensure the personal information it collects is accurate, up to date and complete. Byte also take reasonable steps to ensure the personal information it uses or discloses is accurate, up to date, complete and relevant, having regard to the purpose of the use or disclosure. APP 11 – Security of personal information. Byte take reasonable steps to protect personal information it holds from misuse, interference and loss, and from unauthorised access, modification or disclosure. Byte de-identify and archive personal information once the employee is no longer in the employ of Byte. APP 12 – Access to personal information. Personal information for employee held by Byte is only accessible by authorised person in Business Operations with human resource function. Personal information of Byte customers is only accessible by personnel with security access. Security access is managed and maintained by Business Operations. APP 13 – Correction of personal. Byte is obliged to correct personal information immediately once advice was given.
Responsibilities	Individuals • Read and comply with the policy. • Report to Business Operations Manager if the policy was being breached in order that appropriate action(s) can be taken. Managers • Monitor compliance of the policy. • Encourage the individual that have identified the break of the policy to report to Business Operations Manager in a timely manner. Business Operations Team • Communicate and train personnel on the policy. • Monitor compliance of the policy. • Review the policy with executive management on an annual basis.
Reference	Privacy Act 1988.

	Australian Privacy Principles (APPs). Privacy (Credit Reporting) Code 2014 (CR code).		
Contacts	Business Operations Manager		
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