

# SYDNEY SECURITY SPECIALIST P/L

41 DILLON STREET  
PADDINGTON  
NSW 2021

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Master Licence #: 407460640

Certificate IV in Security Risk Management

Security Providers Association of Australia Ltd Member

Strata Community Australia NSW Member

ABN 97 067 030 040

## PRIVACY POLICY

The Australian Government has made changes to the Privacy Policy regarding the collection and storage of your personal data. Under the Open and Transparent Management of Personal Information, it is now the law that we inform you on how we collect and store your personal data. Details of how we manage the collection and storage of your personal data are listed below.

### KINDS OF PERSONAL INFORMATION COLLECTED AND HELD

For Back-to-Base Clients: both Domestic and Commercial. Some details are only relevant to Commercial clients and these are marked with an \*.

1. Name and address
2. Telephone contact details – both landlines and mobiles
3. Security Password
4. Security Client Number
5. Back-up Contact details – names and telephone details
6. UBD Location of Premises details
7. Nearest Cross Street details
8. Open/Closing Times\*
9. Auto-Arm Times\*
10. Security Staff User Codes\*
11. All relevant alarm programming details
12. Web addresses\*
13. Email details
14. All Accounts Payable details
15. All Accounts Receivable details
16. All LOG details of all work carried out

### HOW IS THIS INFORMATION COLLECTED AND HELD?

When a client is hooked-up Back-to-Base, they complete a MONITORING DATA SHEET which contains the above information FROM 1 - 9. Details FROM 10 – 16 are programmed/added to your file, after your account had been set up.

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## **PURPOSES FOR WHICH YOUR INFORMATION IS COLLECTED, HELD AND DISCLOSED**

1. All security information is collected to allow for the smooth running of your back-to-base security system.
2. All security information is held on a secure database at our office.
3. The Control Room holds all security information (except for security codes) on a secure database.
4. Any security information held on our database is only disclosed/discussed with an authorised person.

## **ACCESSING AND SEEKING CORRECTION OF PERSONAL INFORMATION**

1. All personal information is accessed through a secure database held at our office.
2. Any contact from you to update any of the information held, is usually carried out via the telephone or email, and must be from an authorised person already listed.
3. Any contact from us to update any of your personal information held, is usually carried out via the telephone or email and the person contacted would already be authorised.
4. Any information changes are updated immediately to ensure your security is not compromised.

## **DISCLOSURES**

Your security information is never disclosed to any other party. Should you have any questions or queries regarding the Privacy Policy, please do not hesitate to contact the office on 9361 4334.