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# The An Meá Policy on Privacy

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Jan 04	0.1	Seán O'Donnell	Seán O'Donnell

## Revision Details

REV	BRIEF DESCRIPTION OF CHANGE
0.1	First Issue for Use

## User Notes

The requirements of this document are mandatory. Non-compliance shall be authorised using the Procedure on Breaches of our Principles described in our Management System Manual.

A controlled copy of the current version of this document is located the 15.00.00 section of our file server. Before using this document it is the User's responsibility to ensure that any hard or electronic copy is current.

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## THE AN MEÁ POLICY ON PRIVACY

This Privacy Policy explains our approach to collecting, handling and using personal information, such as your name and contact details. Our approach to privacy adheres to the Australian Government's National Privacy Principles contained within the *Privacy Act 1988*.

- We will collect personal information only by lawful and fair means. We collect personal information about people in a number of different ways:
  - ⇒ If you leave a business card with one of our staff members
  - ⇒ If you write, phone, fax or email us and leave your contact details
  - ⇒ If you are already on our company contact list
  - ⇒ If you subscribe to our electronic mailing list available on our website
  - ⇒ If we are engaged in some work with you or your company
  - ⇒ If we took a photo of you at one of our events.
- We may record your name and contact details if you are in contact with us. We will not use or disclose your details to anyone outside An Meá without your consent, or unless required to do so by law.
- We will only use personal information we collect for the purpose of contacting you if we are engaged by you, or wish to provide you with information we think might interest you.
- We will take reasonable steps to make sure that the personal information we collect is accurate, maintained up-to-date and stored securely. If you provide personal information via email or an online form, you should be aware that the open nature of the Internet is such that there is a risk that data may be accessed and used by people other than those for whom the data is intended.
- We may, from time to time, modify this Privacy Policy and our web site Privacy Statement. The current versions will always be posted on our website.
- If you have any questions about our Privacy Policy and/or our web site Privacy Statement, or would like to gain access to the information we hold about you, and /or request that we make changes to this information, please contact our Privacy Officer at:

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For more information about our approach to the collecting, handling and using personal information provided to us via our website, please refer to the Privacy Statement available on our website.