

Privacy Policy

Our Privacy Vision:

"To respect the confidentiality of information and the privacy of individuals"

TEN respects the need for privacy and believes that management of personal and sensitive information is to be treated with a high degree of privacy and confidentiality and in accordance with the Australian Privacy Principles contained in the Privacy Act 1988.

Our Privacy Principles:

- APP 1 – Open and transparent management of personal information
- APP 2 – Anonymity and pseudonymity
- APP 3 – Collection of solicited personal information
- APP 4 – Dealing with unsolicited personal information
- APP 5 – Notification of the collection of personal information
- APP 6 – Use or disclosure of personal information
- APP 7 – Direct marketing
- APP 8 – Cross-border disclosure of personal information
- APP 9 – Adoption, use or disclosure of government related identifiers
- APP 10 – Quality of personal information
- APP 11 – Security of personal information
- APP 12 – Access to personal information
- APP 13 – Correction of personal information

Employer Responsibilities:

- Ensuring compliance with all Australian Privacy Principles.
- Communicating openly and transparently how personal information is collected, managed and stored.
- Providing awareness of privacy legislation changes to employees and updating privacy policies.
- Protecting personal information from misuse, interference, loss, unauthorised access, modification or disclosure.
- Effectively dealing with complaints seriously, promptly and confidentially.

Employee Responsibilities:

- Understanding the guidelines for collecting, storing, accessing and protecting personal information.
- Abiding by and respecting the principals of privacy and confidentiality of information received in the course of employment.
- Ensuring they do not breach legislation through disclosure of personal, private or confidential information.



Corey Scott
Managing Director

October 2024