



WEIS CONTRACTORS 2024

DATA PROTECTION POLICY

POLICY STATEMENT

This company is committed to ensuring, so far as is reasonably practicable, the protection and security of company and client data stored on electronic data processing and storage systems owned and used by the company (including remote storages).

AIMS AND OBJECTIVES

We recognise the importance of protecting data from unauthorised access and corruption. To achieve this, we will develop and implement security measures and processes to protect and prevent loss of, damage to or unauthorised access to company, client or customer data, and to ensure the ongoing security, integrity and privacy of this information from cyber security threats, social engineering fraud risks and malicious software.

RESPONSIBILITIES

The company is responsible for correctly maintaining data provided by clients that may contain confidential Information in compliance with Privacy law. The company must maintain security controls to protect client data including multi-layer IT controls, vetting of workers, data backups and systems monitoring.

Persons who have access to client confidential information must not disclose the information to third parties without prior consent from the client.

IMPLEMENTATION

We will raise awareness among employees and contractors of their responsibilities for the security, integrity and privacy of confidential company information and confidential information provided to us by other parties.

We will document the processes and procedures that we use to collect, use and/or process confidential data, and assist clients to make informed decisions before providing us with sensitive information including information relating to third parties.

The company will notify affected parties where serious harm can be reasonably expected if a data security breach occurs resulting in the improper dissemination of confidential information.

AUTHORISED BY

Signed: _____ Date: _____

This document is valid until
28 Oct 2025 (for 12 months)
unless otherwise notified.

This information is intended to provide a general guide to the subject matter and must not be viewed as a definitive guide to the law or legal advice. Specialist advice should be sought regarding this subject matter in your jurisdiction and specific circumstances.

Data Protection Policy was generated by ASSA Pty
Ltd on 28 Oct 2024 for use only by Weis
Contractors

Uncontrolled when printed or downloaded.