



HELEN & JOEY
ESTATE
YARRA VALLEY

Privacy Policy July 2023

POLICY STATEMENT:

Helen & Joey Estate and Re'em Yarra Valley relies on the confidentiality of its information and operations to ensure ongoing business success. Helen & Joey Estate and Re'em Yarra Valley acknowledges and respects the privacy of individuals and organisations and supports the National Privacy Principles contained in the Act.

Accordingly, Helen & Joey Estate and Re'em Yarra Valley will:

- Only collect information with prior knowledge and consent
- Only use the information provided for the purposes for which it was collected
- Not disclose information to a third party without consent
- Not disclose information to other institutions and authorities except if required by law or other regulation;
- Remove information from records when it is no longer required (except where archiving is required)
- Ensure the information held on a client or client organisation will be up-to-date, relevant, non-obtrusive and objective
- Take reasonable steps to correct inaccurate, incomplete or out-of-date information on a regular basis
- Have processes and policies to protect the information that Helen & Joey Estate and Re'em Yarra Valley has under its control from:
 - a) unauthorised access
 - b) improper use
 - c) alteration
 - d) unlawful or accidental destruction and accidental loss.

PROCEDURES:

- a. All management, team members, contractors, and consultants are responsible for complying with this policy.
- b. Team members are responsible for seeking a documented exemption from the Direct Manager in any situations where they are unable to follow policy or procedure.



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- c. Any team member who observes or experiences an accidental or purposeful breach of this policy should advise the Managing Director of the breach so that the matter may be rectified as quickly as possible.