## Our Values

### *Respect*

*We respect each other and the world around us.*

### *Integrity*

*We act at all times with honesty and will do what we say.*

### *Persistence*

*We work hard with urgency to make it happen.*

### *Passion*

*We have pride and belief in everything we do.*

### *Accountability*

*We are accountable for our actions and results, including everyone's safety.*

# Privacy Policy

KCU adheres to the Privacy Amendment (Private Sector) Act No 155 of 2000 and the National Privacy Principles contained in the Act. The Act sets out how to collect, use, keep, secure and disclose personal information. It also gives individuals the right to know what information an organisation holds about him or her and right to amend if incorrect. The privacy principles contained within the Act are as follows:

**Personal Information** – KCU collects personal information for the purposes of employment and business relations with suppliers and clients. Information that may be collected includes names, addresses, contact details, references, medical information, bank details, tax file numbers, superannuation details, driving license details and training history.

**Collection** – Personal information is only collected if it is necessary for one or more of the company's functions or activities. It is collected only by lawful and fair means and not in an intrusive manner. On collection of the information, KCU will advise the purpose of collection, how the individual can access their personal information and what consequences (if any) there are if the person chooses not to give the information. All information is only collected directly from the individual or with their knowledge.

**Use and Disclosure** – KCU will only use or disclose information for the purpose it was collected.

**Data Quality** – KCU will take reasonable steps to ensure personal information collected, used or disclosed is accurate, complete and up-to-date.

**Data Security** – KCU will take reasonable steps to protect the personal information it holds from misuse, loss and from unauthorised access, modification or disclosure.

**Openness** – This document is to clearly express the management of personal information, available to all upon request.

**Access and Correction** – An individual has the right to access the personal information the company holds about them. This can be done by submitting a request to Human Resources (acting as the Privacy Officer)

**Identifiers** – The company will not adopt, use or disclose an identifier assigned by a commonwealth government agency (e.g. Tax file number)

**Anonymity** – KCU allows individuals to interact anonymously whenever it is lawful and practicable to do so.

**Trans Border Data Flows** – KCU will only transfer personal information to a recipient in a foreign country in circumstances where the information will have appropriate protection.

**Sensitive Information** – KCU will not collect sensitive information unless the individual has consented or it is required to do so by law, or the life or health of an individual.

**Greg Hutchinson**
Cape Dunstans CEO

**Garry Jaffrey**
Kurtarra Managing Director