



# Mesh Assist

## **Privacy Policy**

Version 2.2

31/03/2020

# Mesh Privacy Policy

## Contents

- Mesh Project..... 1**
- 1 Introduction..... **3**
  - 1.1 Purpose..... 3**
  - 1.2 Overview..... 3**
  - 1.3 Audience..... 3**
  - 1.4 Definitions, Abbreviations and Acronyms ..... 3**
  - 1.5 References..... 3**
  - 1.6 Document Confidentiality..... 3**
- 2 Corporate Values and Polices ..... **4**
  - Privacy..... 4

# Document Information

Filename	c:\users\award\dropbox\mesh pty ltd\corporate\policy\tech dd\corporate policies\mesh corporate privacy policy 2020.docx
Copyright	<b>Mesh Assist</b>
DocId	

---

<b>Mesh</b>	Name	<b>Mesh Assist Pty Ltd</b>
	ABN	
	Address	40 Glasshouse Rd Collingwood, Vic 3066

---

### Change Control

Author	Date	Version	Comments
Alistair Wardlaw	01/03/2018	1.0	Document creation
Alistair Wardlaw	05/03/2019	1.1	Document review
Alistair Wardlaw	30/03/2020	1.2	Document review

### Sign Off

# 1 Introduction

## 1.1 Purpose

The purpose of this document is to outline Mesh Assist Pty Ltd Corporate Values and Policies

## 1.2 Overview

Mesh Assist Corporate Value and Policy Document

## 1.3 Audience

Mesh Assist, Directors, Staff, Contractors, Clients & other concerned stakeholders

## 1.4 Definitions, Abbreviations and Acronyms

## 1.5 References

## 1.6 Document Confidentiality

This document is the intellectual property of Mesh Assist's. Unauthorised copying and distribution of this document, by any means, and any media is strictly prohibited.

# 2 Corporate Values and Polices

## Privacy

**Mesh Assist** **effective March, 2020**

Mesh Assist's currently does not collect information relating to clients in any other format than normal business-related practices – such as in name and address files which are stored electronically on personal hard drives. This information is not available to any other party for any purpose.

However, Mesh Assist's does store information collected by clients on Mesh Assist's servers. Such information is protected from unauthorised access via:

Firewall access provisions,

Password protected selective data access.

Mesh Assist's will never use information stored for clients for any use other than that which is required for the provision of the services for which we are contracted by said clients.

Mesh Assist's respects the rights of individuals to determine to whom they give their personal information and how this information is used. Any information which is collected from time to time is available to clients upon request.

If Mesh Assist's does undertake to collect information about clients or potential clients we will be open with such people as to the kinds of personal information we hold and what we do with it. We will strive to ensure that information about such people is accurate when we collect or use it. Wherever possible and appropriate we will let them see the information we hold about them and correct it if it is wrong. If we do not grant them access to their personal information we will tell them why.

We will keep their information secure. Only properly authorised people are permitted to see or use it. We will take steps to protect their privacy if we send personal information about them anywhere.

When we no longer use their information we will take care to properly de-identify it or destroy it.

If they are unhappy with the way we have collected, used or shared their information we will investigate and respond to their complaint. If they have a complaint they can contact us on 03 9415 6100 and ask for the Privacy Officer.