

## **16. Privacy Policy**

*The PTN is committed to protecting personal information, and this policy outlines our ongoing obligations to manage personal information.*

### **16.1 What is Personal Information, and why do we collect it?**

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*Personal Information is information or an opinion that identifies an individual. Examples of Personal Information collected at the PTN include names, addresses, email addresses, and phone numbers.*

*Personal Information is obtained in many ways, including **interviews, correspondence, and surveys via the PTN website** and third parties. We don't guarantee website links or the policy of authorised third parties.*

*PTN collects Personal Information to provide information and services to all stakeholders. Stakeholders can unsubscribe from our publications at any time.*

*When we collect Personal Information, we will explain to you why we are collecting it and how we plan to use it, where appropriate and where possible.*

### **16.2 Sensitive information**

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*Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record, or health information. Collecting this information is discouraged.*

*If sensitive information is required, it will be used by PTN only:*

- *For the primary purpose for which it was obtained.*
- *For a secondary purpose that is directly related to the primary purpose.*
- *With consent or where required or authorised by law.*

### **16.3 Third parties**

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*Where reasonable and practicable to do so, we will collect your Personal Information only from you.*

### **16.4 Disclosure of Personal Information**

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*Your Personal Information may be disclosed in several circumstances, including the following:*

- *Third parties where you consent to the use or disclosure; and*
- *Where required or authorised by law.*

### **16.5 Security of Personal Information**

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*Personal Information is to be stored on company IT systems in a manner that reasonably protects it from misuse and loss and unauthorised access, modification, or disclosure.*

*When Personal Information is no longer needed for the purpose for which it was obtained, PTN will take reasonable steps to destroy or permanently de-identify it.*

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## **16.6 Access to your Personal Information**

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*Access to Personal Information held by PTN, subject to certain exceptions, can be released by contacting us in writing.*

*We may require identification before releasing the requested information to protect the personal data we hold.*

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## **16.7 Maintaining the quality of your Personal Information**

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*It is important to us that your Personal Information is up to date. PTN will take reasonable steps to ensure that Personal Information is accurate, complete, and up to date. If the information in PTN's records is not current or inaccurate, PTN should be informed to update its records.*

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## **16.8 Policy updates**

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*This Policy may change from time to time and will be made available on our website.*

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## **16.9 Privacy Policy Complaints and Enquiries**

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*Enquiries or complaints are to be directed to the PTN.*