



HAWKESBURY

COMPLIANCE ADVISORY

Privacy Policy

Hawkesbury Compliance Advisory | Privacy Policy | Document ID: HCA-POL-001

Privacy Policy

1. Purpose	1
2. Information We Collect	2
3. How We Use the Information	2
4. Data Storage and Security	2
5. Disclosure to Third Parties	3
6. Retention and Destruction	3
7. Access and Correction	3
8. Complaints and Enquiries	3
9. Updates	3
Appendix A. Document Control Section	4

1. Purpose

Hawkesbury Compliance Advisory (“we”, “our”, or “the Consultancy”) is committed to protecting the privacy of all clients, staff, and business partners. This Privacy Policy explains how we collect, use, store, and protect personal information in accordance with the *Privacy Act 1988 (Cth)* and the *Australian Privacy Principles (APPs)*.

This Privacy Policy describes the information that is collected, obtained, used and disclosed from or about you including through our website, and applies to our Social Media sites, mobile phone applications and through any other form of communication with us not here mentioned but does not apply to any social media platforms that are owned and operated by any other individual, company or any other third party or organisation.

2. Information We Collect

We may collect personal and business information that is reasonably necessary to provide our services, including:

- Contact details (name, phone, email, address)
- Business and employee information relevant to audits
- Records of communications and site visits
- Audit results, compliance data, and photographs (where applicable)
- Payment and invoicing information

We generally collect this information directly from you or your authorised representatives during the course of our engagement.

3. How We Use the Information

We use the information we collect to:

- Conduct compliance audits, risk assessments, and due diligence activities
- Prepare reports, recommendations, and statements
- Communicate with clients about services and outcomes
- Maintain internal administrative records and legal compliance
- Improve our services and maintain quality assurance

We do **not** sell, rent, or trade personal information under any circumstances.

4. Data Storage and Security

All client data is securely stored using encrypted cloud-based systems such as Microsoft 365, Google Workspace, or equivalent services with Australian-compliant data centres. Access is restricted to authorised personnel only. We implement physical, electronic, and procedural safeguards to prevent unauthorised access, misuse, or loss of data.

5. Disclosure to Third Parties

We may share information only where necessary to provide services or where required by law, such as:

- Referral to licensed or accredited professionals (with your consent)
- Insurers, regulators, or auditors (where legally required)
- Subcontractors or administrative service providers under confidentiality agreements

We do not disclose personal information overseas unless required for secure data hosting in jurisdictions compliant with the APPs.

6. Retention and Destruction

Client information is retained for a minimum of seven (7) years after the completion of services, or as otherwise required by law. After this period, all digital records are securely deleted, and any physical documents are shredded or destroyed using secure disposal methods.

7. Access and Correction

You may request access to your personal information at any time, or request corrections if it is inaccurate or incomplete. Requests can be made by contacting:
privacy@hawkesburycompliance.com.au

8. Complaints and Enquiries

If you have a privacy-related complaint, please contact us directly. If you are not satisfied with our response, you may contact the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au or by phone on 1300 363 992.

9. Updates

We may update this Privacy Policy periodically to reflect changes in our operations or legislation. The latest version will always be available on request or via our website.

Appendix A. Document Control Section

Document Title: Privacy Policy

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Author: Jordan-Seth Sherry

Position: Principal Consultant

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1.0	16/10/2025	Jordan-Seth Sherry	Initial release of Privacy Policy aligned with Privacy Act 1988 (Cth) and Australian Privacy Principles (APPs)	Jordan-Seth Sherry	16/10/2026

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