

9. Privacy Policy

1. PURPOSE

This policy covers the way Richard Crookes Constructions deals with personal information, so that RCC complies with the Privacy Amendment (Private Sector) Act 2000.

2. OUR POLICY

Richard Crookes Constructions will be responsible in handling information that comes under the company's control about its employees, contractors and other individuals.

We will comply with the 10 National Privacy Principles contained in the above Act, as follows:-

- We will only collect information about individuals that is necessary in the conduct of our business and we will do it in a fair and lawful way. We will tell people what we intend to do with the information that we collect about them. Where practicable, we will collect personal information directly from the individual concerned. If we collect information about an individual from someone else we will wherever possible, make sure that we tell the individual concerned.
- We will only use or disclose information about an individual in ways that are consistent with their expectations.
- We will take steps to ensure that information about an individual is accurate when we collect or use it.
- We will keep information secure.
- We will be open with the individual about the kind of information we hold and what we do with it.
- Wherever possible, we will let the individual see the information we hold about them, and correct it if it is wrong.
- We will limit our use of government identifiers (eg. tax file numbers).
- If we can, and they want us to, we will deal with individuals anonymously.
- We will protect an individual's privacy if we send information to a third party.
- We will limit the collection of highly sensitive information about a person.



Jamie Crookes
Managing Director

7th May 2008