

Privacy Policy

Our Policy Statement

Dunbar Services is committed in protecting the privacy of all information compiled during the course of business from our clients, customers, employees and potential employees. We aim to ensure information collected such as applications, personal data from employees, contractors and consultants is managed confidentially so as to prevent unintended exposure.

Our Commitment


Dunbar Services is committed to:

- Promote a culture that respects privacy and confidentiality.
- Complying with the principles of the National Privacy Act 1988 associated with the accumulation, storage, access, distribution and destruction of records and documents, as outlined within the Recordkeeping and Document Control Plan.
- Ensure information collected is done so fairly, lawfully and non-intrusively
- Ensure all employees are notified to any changes within the Act that impacts this Policy and associated procedures.
- Develop a system that demonstrates accountability.
- Is evidentiary of decisions and actions taken and reflects an accurate historical account of our business practices.
- All records are stored securely to safeguard against loss, unauthorised access, modification or disclosure and against misuse inadvertently or deliberately.
- Ensure all employees are trained in Dunbar Services Policies and Procedures pertaining to Privacy and confidentiality.

Our Responsibilities

Dunbar Services Management and employees are responsible for complying with this Policy, associated procedures and practices. They are to;

- Comply with all company policies and procedures.
- Contribute to the company's continuous improvement program
- Ensure all sensitive records generated are treated respectfully and confidentially complying with this Policy.

A handwritten signature in blue ink, appearing to read "John Dunbar", with a long horizontal line extending to the right.

John Dunbar
MANAGING DIRECTOR

Date 1st November 2013