

PRIVACY

POLICY STATEMENT:

Logifix Freight Solutions relies on the confidentiality of its information and operations to ensure ongoing business success. Logifix Freight Solutions acknowledges and respects the privacy of individuals and organisations and supports the National Privacy Principles contained in the Act.

Accordingly, Logifix Freight Solutions will:

- only collect information with prior knowledge and consent.
- only use the information provided for the purposes for which it was collected.
- not disclose information to a third party without consent.
- not disclose information to other institutions and authorities except if required by law or other regulations.
- remove information from records when it is no longer required (except where archiving is required).
- ensure the information held on a client or client organisation will be up-to-date, relevant,
- non-obtrusive and objective.
- take reasonable steps to correct inaccurate, incomplete, or out-of-date information on a regular basis.
- have processes and policies to protect the information that Logifix Freight Solutions has under its control from:
 - i. unauthorised access
 - ii. improper use
 - iii. alteration
 - iv. unlawful or accidental destruction and accidental loss

PROCEDURE:

- a. All management, employees and consultants are responsible for complying with this policy.
- b. Employees are responsible for seeking a documented exemption from the Managing Director in any situations where they are unable to follow policy.
- c. Any employee who observes or experiences an accidental or purposeful breach of this policy should advise management of the breach so that the matter may be rectified as quickly as possible.