

## STAFF PRIVACY STATEMENT – For All Staff

Dear Colleague,

As you may be aware, Seven Network Limited (ACN 052 816 789) and its related bodies corporate (**Seven**) has in place a privacy regime in order to ensure that it handles personal information (being information which is able to identify a person) in accordance with the Privacy Act 1988 (**Privacy Act**) and the 10 National Privacy Principles (**NPPs**).

Information regarding Privacy (including the Privacy Policy) can be found on the intranet on your computer.

### **Employee Records**

Generally, the personal information your employer collects about you whilst you are employed here are “Employee Records”, which includes the personal information about your engagement, training, disciplining or resignation; termination of employment (if relevant); terms and conditions of employment; contact details (home and work); performance or conduct; hours of employment; salary or wages; membership of a profession or trade association; trade union membership; recreation, long service, sick, personal, maternity, paternity or other leave; taxation, banking or superannuation affairs and health.

Seven’s collection and disclosure of your personal information contained within Employee Records may not be governed by the Privacy Act in relation to acts or practices by Seven that are directly related to its employment relationship with you. However Seven keeps this personal information STRICTLY CONFIDENTIAL and only discloses it on a need to know basis.

Such acts or practices may include collection and disclosure:

- as required by law to various government bodies for superannuation, tax and insurance purposes;
- to external service providers on a need to know and confidential basis for the purpose of enabling you to carry out your day to day responsibilities for Seven (eg: passport information and frequent flyer information for travel arrangements; contact details for information technology and telecommunications purposes; drivers licence and car registration details for processing relevant staff vehicle requirements; contact details for the purpose of co-ordinating off site events and productions for broadcast; contact details and qualifications for the purpose of providing training; to mailing houses for the purpose of circulating staff information from time to time);
- publicly on a need to know basis of your name, biographical information and work achievements for the purpose of publicising Seven and/or its programs and other activities;
- internally on a need to know basis of your birthday, likes, dislikes and such other information which helps Seven build a personal relationship with you;
- internally on a need to know basis of your contact details (including your home details) for contacting you for work and social activities and in case of emergency;
- of such other personal information as you have provided Seven, or may provide Seven in future, arising from your involvement with Seven, for the purpose of facilitating and supporting your day to day role and functions for Seven.

### **Emails to staff regarding health and wellbeing benefits**

From time to time, Seven may send internal staff emails regarding health and wellbeing benefits available to staff as part of its commitment to Occupational Health and Safety.

### **Direct marketing offers**

From time to time, Seven may send you direct marketing information and offers. In each such offer, you will be given the opportunity to advise us if you do not wish to receive such material. Alternatively, you may contact the Privacy Officer at any time to exercise your rights.

### **Keeping your personal information secure and up to date**

Seven is committed to keeping your personal information secure, and we will take all reasonable precautions to protect your personal information from unauthorised access, loss, misuse or alteration.

Seven’s objective is to ensure that all personal information collected by it is accurate, complete and up-to-date. To assist Seven in achieving its objective, please contact the Privacy Officer if any of your details change. Further, if you believe that the information Seven holds is not accurate, complete or up-to-date, please contact the Privacy Officer in order to have the information corrected.

### **Access to your personal information?**

If you wish to access your personal information, please send your written request (including full details) to Seven’s Privacy Officer. Any requests are subject to the guidelines contained within the Seven’s Privacy Policy.

Privacy Officer, C/- Legal Department  
Seven Network Limited  
PO Box 777  
Pymont NSW 2009  
Email: [privacy@seven.com.au](mailto:privacy@seven.com.au)