

HUNGRY JACK'S PRIVACY COMPLIANCE PLAN NATIONAL PRIVACY ACT

HUNGRY JACK'S PTY LTD

Privacy Policy Manual
Revised April 17th 2012

HUNGRY JACK'S PRIVACY COMPLIANCE PLAN

NATIONAL PRIVACY ACT

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1. INTRODUCTION

Hungry Jack's is a Fast Food Restaurant Chain with its origins in Perth Western Australia; the founder of the company in Australia is Mr. Jack Cowin. In 1971, Mr Cowin had the foresight to see the future market for fast food in Australia. As they say, "the rest is history". Our first restaurant opened in Innaloo, Western Australia, closely followed by restaurants in South Australia, Queensland, New South Wales and Victoria. Thus, we currently have 365+ restaurants in Australia. We employ approximately 1,300 managers and 16,000 crewmembers to run the day-to-day operations.

Through these operations, Hungry Jack's from time to time gathers information from variety of individuals, including customers to improve the nature of the services it provides.

Hungry Jack's understands individuals' concerns regarding confidentiality and is totally committed to respecting and upholding individuals' rights to privacy protection under the National Privacy Principles (NPPs) contained in the *Privacy Act 1988* (Cth). While the handling of employee records in relation to current and former employment relationships by an employer is exempt under the *Privacy Act*, Hungry Jack's believes that employee records deserve the same privacy protection as the Personal Information covered by the Act. Hungry Jack's respects the privacy rights of all individuals in the workplace, and as such, Hungry Jack's has chosen to apply the same privacy standards in relation to employee records.

Hungry Jack's has implemented a program to ensure compliance with the NPPs. This Privacy Statement forms part of that compliance program and outlines how Hungry Jack's deals with Personal Information.

2. APPLICATION OF THIS STATEMENT

This Privacy Statement applies to Personal Information collected by Hungry Jack's and its associated companies.

3. WHY HUNGRY JACK'S COLLECTS PERSONAL INFORMATION

3.1 NATURE OF INFORMATION

The information Hungry Jack's collects relates to customers, potential employees and current, suppliers and other parties. Information is gathered for a range of purposes, including:

- To provide ongoing customer support.
- To compile customer databases to enable us to more accurately market our goods and services (eg, to communicate promotional offers and special events).
- To assess the suitability of job applicants.
- To assist in a positive recruitment experience for all applicants.
- For various human resources management functions and activities, such as the provision of benefits, compensation and payroll.

The type of information we collect includes:

- Contact details Date of birth Transactional details
- Information obtained through Customer surveys
- Where applicable educational details necessary for correct wages for Traineeship Employees.
- Current Health Status, ensuring ability to meet demands of the working environment.

3.2 COLLECTION OF INFORMATION

In accordance with the NPPs, where practical, individuals may deal with Hungry Jack's on an anonymous basis. However, at times, Hungry Jack's finds it necessary to collect Personal Information during the course of transactions.

Personal Information may be collected about individuals via the following means:

- Competition entry forms, opportunity to voluntarily participate
- Application / Administration / Employment forms
- E-mail and Internet
- Web site (including cookies)
- On-line transactions
- Networking functions
- Social networking communication
- JEDI forms, and JEDI user's data entry
- WIFI registration, forms and data entry
- Mobile websites forms and data entry
- Mobile App registration, forms and data entry
- Over the phone
- Credit card details via credit card purchases
- Information collected from third parties
- Verbally disclosed (Face to Face)

Where any law requires Hungry Jack's to collect Personal Information from an individual, Hungry Jack's will endeavour to advise that individual about the requirements under that law.

3.3 NOTICES TO INDIVIDUALS

Whenever Personal Information is collected from an individual, Hungry Jack's will advise that individual, at the time of collection or as soon as practicable, of the following:

- Hungry Jack's contact details
- The purpose of Personal Information collection
- The rights of individuals to gain access to and correction of their Personal Information
- The types of organisations to which their Personal Information may be disclosed
- Any law that requires the Personal Information to be collected
- The main consequences (if any) for the individual if all or part of the information is not provided

3.4 COLLECTION OF SENSITIVE INFORMATION

Hungry Jack's will not seek information revealing an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, or details of health, disability or sexual activity or orientation, unless:

- The individual consents to providing that information
- The collection of that information is specifically authorised by law
- The collection is necessary to lessen a serious or imminent threat to your health or safety or the health or safety of another person; or
- The collection of the information is necessary for the establishment, exercise or defence of a legal claim.

3.5 OBTAINING CONSENT

Wherever practical, Hungry Jack's will obtain the express consent (written or verbal) of individuals to the collection, use and disclosure of Personal Information.

4. MAINTENANCE AND MANAGEMENT OF PERSONAL INFORMATION

4.1 USE AND DISCLOSURE OF PERSONAL INFORMATION

Usually, only officers, employees or contractors of Hungry Jack's may view Personal Information in its possession.

Hungry Jack's will only grant access to parties other than Hungry Jack's officers, employees and contractors to view Personal Information if:

- That disclosure is required to give effect to the purposes for which Hungry Jack's collected the information
- The individual to whom the information relates has consented to that disclosure
- Hungry Jack's believes that the disclosure may lessen a risk of harm to the individual's health or safety, or to the health or safety of another person;
- Hungry Jack's believes an unlawful activity is being undertaken and the Personal Information is disclosed as part of Hungry Jack's investigation into this activity
- Hungry Jack's is required by law to disclose the information
- The disclosure is required for the enforcement of a criminal law or a law imposing a pecuniary penalty or for the protection of public revenue
- The third party is an agent or contractor of Hungry Jack's and it is required by Hungry Jack's to keep that personal information confidential and will only use that information for the purposes for which it is disclosed.

4.2 INTERNATIONAL TRANSFERS

If personal information is to be transferred overseas, Hungry Jack's will, wherever practicable, obtain the individuals consent prior to the transfer taking place.

If it is not practical to obtain consent, then the information may still be transferred if, as part of the agreement for the transfer of that information, the other organisation agrees to comply with Hungry Jack's privacy obligations to you.

4.3 IDENTIFICATION

Hungry Jack's does not use any prohibited identifiers to identify individuals.

4.4 STORAGE AND SECURITY OF PERSONAL INFORMATION

Hungry Jack's stores Personal Information in both paper and electronic form.

Hard copy information is kept under locked security. Personal Information stored on computers is, where practical, password protected.

Hungry Jack's policy is to dispose of personal records that are no longer in use, unless they are required to be stored for accountability, liability or other policy reasons. Where this is the case, such records are stored separately from any operational information.

4.5 UPDATING PERSONAL INFORMATION

Hungry Jack's monitors the quality and accuracy of Personal Information that it maintains and where practical, updates that information on a regular basis.

Individuals can update their Personal Information at any time by contacting any one of our Privacy Officers.

5 MINORS

Hungry Jack's has adopted the position proposed by the Federal Privacy Commissioner that a young person is able to give his or her consent if the minor has a *sufficient understanding* and *maturity* to understand what is being proposed.

Where Hungry Jack's is aware that it is gathering information from a minor, Hungry Jack's will obtain consent from a legal guardian for the collection of the information. Where this is not possible, Hungry Jack's staff will make a determination as to the minor's understanding of why the Personal Information is being collected, before deciding to collect that information.

6 COMPETITIONS AND CLUBS

Personal Information gathered during competitions and clubs run by Hungry Jack's will be governed by the principles set out in this Privacy Statement. Further, an express statement in relation to privacy is stated on each Hungry Jack's competition entry form and club membership form.

7 COLLECTION OF INFORMATION VIA WEB SITES, E-MAIL AND INTERNET (WIFI) USAGE

Any Personal Information collected via Hungry Jack's web sites and via e-mail is governed by this policy.

Hungry Jack's may collect information about individuals from its web sites or the Wifi via any on-line forms submitted, any cookies installed on computers or any on-line transactions individuals may undertake with Hungry Jack's. Hungry Jack's may also track the viewing habits of the web site visitors. For further information, please refer to Hungry Jack's Web Site Privacy Statement, available from www.hungryjacks.com.au

Where communication between Hungry Jack's and an individual is conducted via e-mail, Hungry Jack's may ask for Personal Information of that individual insofar as it is related to the purpose of that communication.

8 DIRECT MARKETING

Personal Information collected for direct marketing purposes will only be collected, used or disclosed with the consent of the relevant individual as provided for in this Privacy Statement.

In circumstances where Hungry Jack's cannot practically obtain the consent of the individual concerned, then Hungry Jack's may still engage in direct marketing to that individual, provided that:

- The individual is advised that he or she can be taken off the mailing list including electronic means at any time (ie, opt-out)
- Hungry Jack's contact details are clearly detailed in each direct marketing publication

Individuals wishing to opt-out of any mailing list should contact the Privacy Officer in his or her State or Territory.

9 INDIVIDUAL RIGHTS TO ACCESS PERSONAL INFORMATION

Individuals may access their personal information by contacting any one of Hungry Jack's regional Privacy Officers. Access is generally granted within 30 days of receiving that request.

Hungry Jack's may impose reasonable fees and charges for providing access.

10 CIRCUMSTANCES WHERE HUNGRY JACK'S MAY REFUSE ACCESS TO PERSONAL INFORMATION

10.1 Refusal of Access to Personal Information

Hungry Jack's may refuse an application for access where:

- Providing access would pose a serious and imminent threat to the life or health of a person
- Providing access would have an unreasonable impact on the privacy of others
- The information is subject to confidentiality where the individual who provided the information to Hungry Jack's did so expressly on the condition that it remains confidential
- The request is vexatious or frivolous
- The information relates to legal proceedings between Hungry Jack's and the individual to whom the information relates and the information would not be required to be discovered to a court
- Hungry Jack's is in commercial negotiations with the individual and the information would reveal Hungry Jack's intentions
- Providing access would be unlawful
- Providing access could prejudice the investigation or detection by Hungry Jack's or by a government body of an unlawful activity or some serious or improper misconduct

Where Hungry Jack's does refuse access to Personal Information, it may instead choose to provide the applicant with a summary of that information.

10.2 Written reasons

Where access to Personal Information is refused, Hungry Jack's will provide the applicant with written reasons for the refusal.

10.3 Third party intermediary

Where access to Personal Information is refused, Hungry Jack's will consider whether the provision of access to an independent third party will meet needs and obligations of both parties.

11 ANNUAL REVIEW OF PRIVACY COMPLIANCE

Hungry Jack's continues to undertake annual reviews of its information handling activities and processes to ensure continued compliance under the *Privacy Act 1988* (Cth).

12 COMPLAINTS

Those wishing to make a complaint about Hungry Jack's handling and management of Personal Information should contact the Privacy Officer in the complainant's home State or Territory.

13 WHO TO CONTACT: (STRUCTURE & APPOINTED PRIVACY OFFICERS)

Any queries with respect to this Privacy Statement should be directed to Hungry Jack's Privacy Officers.

Controlling Officer

National HR Manager.
Hungry Jack's Australia P/L,
1183 Toorak Road Camberwell,
Melbourne, Victoria, 3124. PH 03 9831 7100

State Officer - Western Australia

State OHSIM/Training Manager.
Hungry Jack's P/L,
355 Scarborough Beach Road,
Osborne Park,
Perth, Western Australia 6017. PH 08 9242 9400

State Officer - South Australia & Northern Territory

State OHSIM/Training Manager.
Hungry Jack's P/L,
86 Richmond Road Keswick,
Adelaide, South Australia 5035. PH 08 8351 0303

State Officer - Victoria & Tasmania

State OHSIM/Training Manager.
Hungry Jack's P/L,
1183 Toorak Road Camberwell,
Melbourne, Victoria, 3124. PH 03 9831 7100

State Officer - New South Wales & Australian Capital Territory

State OHSIM/Training Manager.
Hungry Jack's P/L
Level 1, 160 Church Street, Parramatta
Sydney, New South Wales 2150. PH 02 8835 1300

State Officer - Queensland

State OHSIM/Training Manager.
Hungry Jack's P/L
Unit 3 / 16 Theodore Street, Eagle Farm,
Brisbane, Queensland 4009. PH 07 3868 1646

In addition, Hungry Jack's can provide further information on specific Privacy Policies on request. Such requests are to be directed to the State Privacy Officers.

14 MODIFICATIONS TO OUR PRIVACY POLICY

This document represents Hungry Jack's policy as at November 2011. Hungry Jack's may modify this policy at any time in its sole discretion. Although we intend to observe this policy at all times, it is not legally binding on Hungry Jack's in any way. From time to time we may regard it necessary or desirable to act outside the policy. Hungry Jack's may do so, subject only to any statutory rights individuals have under the Privacy Act 1988 or other applicable legislation.

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STRUCTURE: PROJECT COMMITTEE

Hungry Jack's P/L has appointed the following Management Employees as part of the Project Committee.

Committee Chairperson & Secretary
National HR Manager
Hungry Jack's P/L,
1183 Toorak Road Camberwell,
Melbourne, Victoria, 3124.

Committee Member
National Financial Controller
Hungry Jack's P/L,
1183 Toorak Road Camberwell,
Melbourne, Victoria, 3124.

Committee Member
National Director of Marketing
Hungry Jack's P/L,
Suite 606, Level 6,
80 William Street,
East Sydney, NSW, 2011.

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CORPORATE PRIVACY POLICY STATEMENT

Hungry Jack's is a Fast Food Restaurant Chain with its origins in Perth Western Australia; the founder of the company in Australia is Mr. Jack Cowin. As they say, "the rest is history". Our first restaurant opened in Innaloo, Western Australia, closely followed by restaurants in South Australia, Queensland, New South Wales and Victoria. Thus, we currently have 365 + restaurants in Australia. We employ approximately 1300 managers and 16,000 crewmembers to run the day-to-day operations.

Hungry Jack's understands individuals' concerns regarding confidentiality and is totally committed to respecting and upholding individuals' rights to privacy protection under the National Privacy Principles (NPPs) contained in the *Privacy Act 1988* (Cth). While the handling of employee records in relation to current and former employment relationships by an employer is exempt under the Privacy Act, Hungry Jack's believes that employee records deserve the same privacy protection as Personal Information covered by the Act. Hungry Jack's respects the privacy rights of all individuals in the workplace, and as such, Hungry Jack's has chosen to apply the same privacy standards in relation to employee records.

Throughout the course of your employment with Hungry Jack's, we may compile personal information about you for various human resource management purposes. Such information may include, but are not limited to:

- Records of remuneration and benefits paid;
- Records of job postings, transfer and training;
- Records of medical checks, sick leave and other medical claims;
- Written records of disciplinary proceedings;
- Performance appraisal reports;
- Information required by Hungry Jack's to fulfil certain legal obligations (eg, superannuation, tax returns etc); and
- Information relating to the personal background of employees (such as their home address, date of birth, employment history, educational qualifications, any illness and details of contact people in the event of emergency).

Hungry Jack's is required to hold this information for a variety of reasons. Some of these include:

- To ensure that both Hungry Jack's and any employees are meeting those obligations under relevant legislation as well as their contract of employment.
- To ensure the health and safety and welfare of all employees in the performance of their duties of employment with Hungry Jack's; and
- For general human resource management activities and functions

The personal information we have collected may be transferred to our associated companies, insurers, bankers, any relevant staff union, superannuation fund managers, solicitors and other parties required to complete the human resource management purposes.

It is Hungry Jack's policy to retain certain Personal Information of employees when they cease to be employed by us. Such information is required for any residual employment-related activities in relation to a former employee including, but not limited to:

- The provision of job references;
- Processing applications for re-employment;
- Matters relating to retirement benefits; and
- To allow Hungry Jack's to fulfil any contractual or statutory obligations.

Hungry Jack's will not disclose employment-related data of employees to a third party without first obtaining the employee's consent unless the disclosure is for purposes directly related to the employment, or such disclosure is required by law or statutory authorities.

Employees may request access to and correction of their personal information. If you wish to exercise these rights, please write to the Privacy Officer in your State or Territory.

Hungry Jack's reserves the right to change this policy at any time.

Any queries in relation to this statement or privacy in general should be directed to the Privacy Officer in your State or Territory.

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HUNGRY JACK'S WEB-SITE AND WIFI PRIVACY POLICY STATEMENT

Hungry Jack's is committed to providing on-line visitors with a web-site that respects their privacy. This page outlines the privacy policy and practices of this web-site.

Hungry Jack's does not automatically gather any personal information from you, such as names, date of birth, gender, phone numbers, e-mail addresses, residential addresses etc. This information is only obtained if you supply it voluntarily, usually through contacting us via e-mail, or submitting information through web forms. The types of personal information we collect from you will depend on how you use our web-site.

Any personal information you do provide is collected in compliance with the Privacy Act. This means that, at the point of collection, you will be informed that your personal information is being collected, the purpose for which it is being collected and that you have a right of access to the information. Hungry Jack's collect only what is necessary for the operation of the web-site and the provision of the services you seek. The information is used solely by Hungry Jack's or other entities who are involved in the operation of this site only for the purpose it was collected or for a directly related purpose and is not sold to third parties. Further, we keep the information only for the length of time necessary to fulfil the purpose for which it was collected.

If you choose not to provide personal information, we may not be able to provide you with the services you require, or the level of service on which we pride ourselves.

Our web-site records other information which does not identify you personally. This information is used to improve the structure and performance of the site to provide on-line visitors with an improved service. Whenever a page is requested from our web server, we automatically collect the following information about your visit:

- the time and date you access this web-site;
- the pages you visit;
- the Internet domain and IP address from which you access this web-site; and
- Information on the browsing software that is being used to access this web-site.

Hungry Jack's uses "cookie" technology only to obtain non-personal information from its on-line visitors in order to make this site easier for you to use. A "cookie" is a file that a web-site can transfer to an individual's computer hard drive to monitor your use of the site. For example, we track the total number of visitors to our site in the aggregate. If you prefer not to receive cookies, you can adjust your Internet browser to disable cookies or to warn you when cookies are being used.

We are not responsible for the content and the privacy practices of other web-sites and encourage you to examine each site's privacy statement.

Please note that messages sent via the Internet can be intercepted. If you are concerned about sending your personal information to us via the Internet, you can use another method such as fax or regular mail.

Hungry Jack's is committed to safeguarding the personal privacy of persons using the WiFi in its Restaurants. Once you access the Hungry Jack's free WiFi service and open your Internet Browser application to view a website, Hungry Jack's will however capture and process information regarding your web browser type and/or operating system information as used by your wireless enable device, in order to determine the most effective and/or customised way to display the requested webpage on your device.

Hungry Jack's will also collect and store the IP and MAC address of the wireless enable device that has accessed the Hungry Jack's Free WiFi service, once the Terms and Conditions of access have been agreed to.

Hungry Jack's reserves the right to change this policy at any time.

If you have any questions in relation to privacy, please contact the Privacy Officer at the State Administration Centre in your State

HUNGRY JACK'S PRIVACY COMPLIANCE PLAN

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NATIONAL PRIVACY PRINCIPLE 1:	COLLECTION	Crew Members
1.1	Hungry Jack's has undertaken a review of its personal information gathering process. All information-gathering mediums have been assessed both internally and externally for compliance to the NPP.	
1.2	All personal information collected, is gathered by lawful and fair means and not in an unreasonably intrusive way, applicants are encouraged to freely disclose only that information that is relevant and pertinent to the position.	
	Management actively discourages the disclosure of non-pertinent information.	
1.3	All administrative forms, which gather personal information, are being reprinted with an introduction to the person applying, advising them in writing prior to completing the personal information as to the following; <ol style="list-style-type: none"> a) Identity of the Hungry Jack's ® and how it may be contacted. b) How the applicant can gain access to the information. c) Why the personal information is being gathered. d) The types of organisations to whom personal information may be disclosed. e) Identification of any law that requires the personal information to be collected. f) Consequences to the applicant (if any) if all or part of the information is not provided. 	
1.4	Personal information will only be collected from the applicant directly or unless the applicant gives written approval for personal information to be gathered from another source.	
1.5	If personal information is gathered from an approved source as nominated in writing or by any other means by the applicant, Hungry Jack's commits to taking all reasonable steps to ensure that the applicant is or has been made aware of the matters listed in subclause 1.3 except to the extent that making the individual aware of the matters would pose a serious threat to the life or health of any individual.	
1.6	As part of the recruitment process Hungry Jack's reserves the right to obtain references from current or former employers or other sources. In such instances Hungry Jack's will obtain consent (written or oral) of the candidate concerned. Hungry Jack's commits to notifying the source that provides the reference that consent has been given.	

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NATIONAL PRIVACY PRINCIPLE 1:

COLLECTION

Crew Members / Traineeships

The following Flow Chart accurately reflects the information gathering process for Employees apply for employment with Hungry Jack' P/L

EXAMPLE PROCESS FOR INFORMATION GATHERING (CREW MEMBERS)



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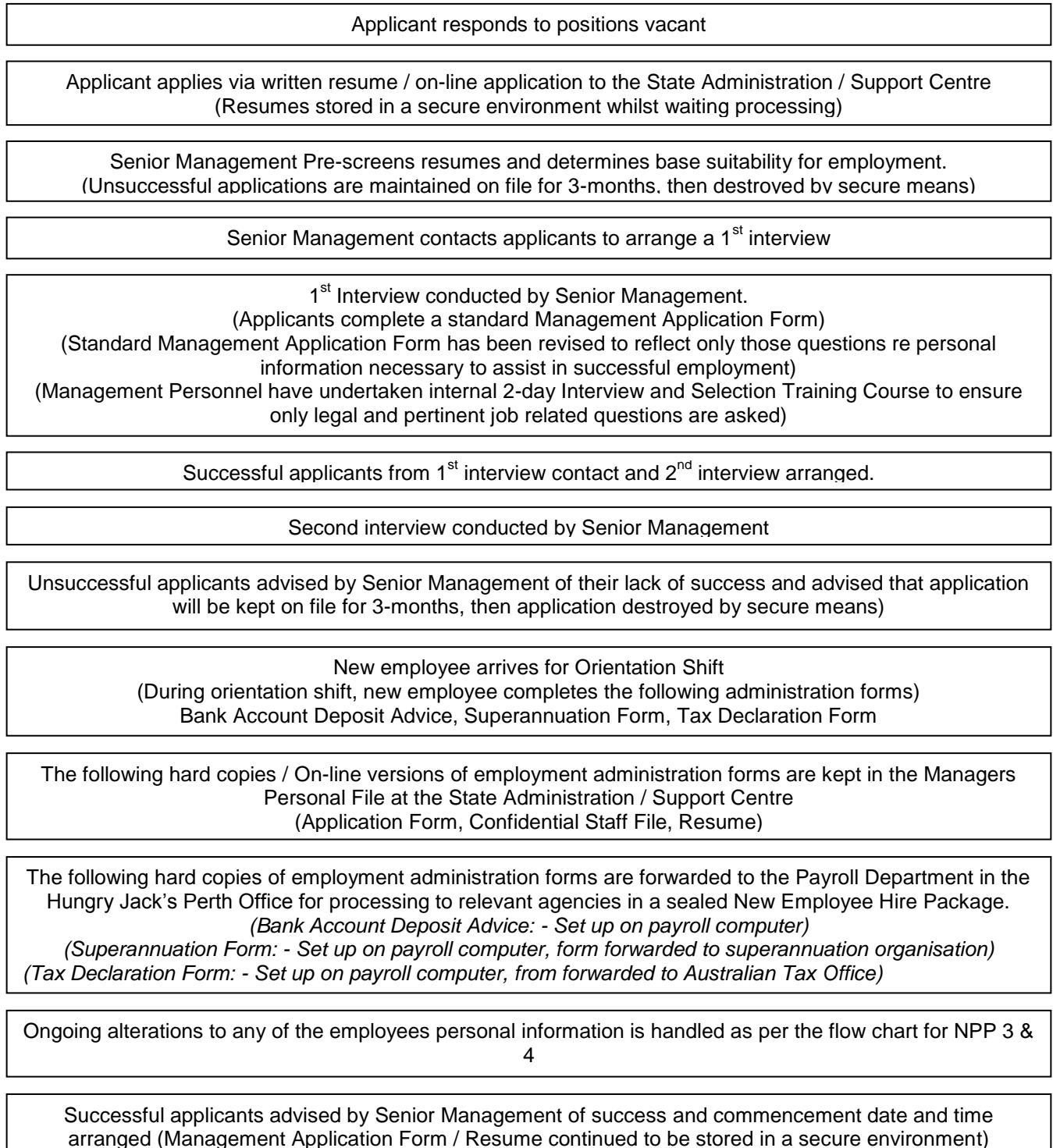
NATIONAL PRIVACY PRINCIPLE 1:

COLLECTION

Management

The following Flow Chart accurately reflects the information gathering process for Employees apply for employment as a Manager with Hungry Jack' P/L

EXAMPLE PROCESS FOR INFORMATION GATHERING (MANAGEMENT)



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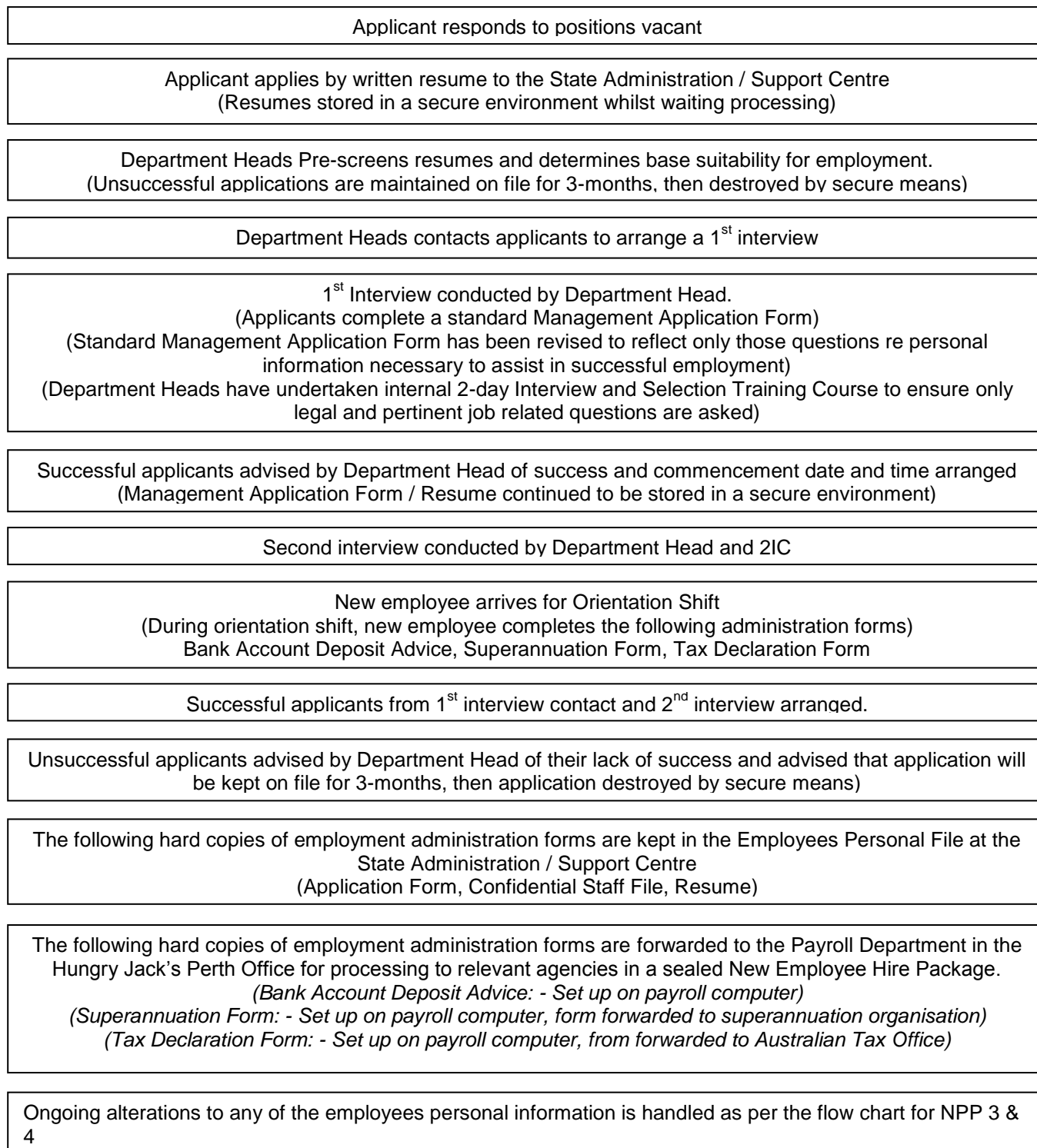
NATIONAL PRIVACY PRINCIPLE 1:

COLLECTION

Administration

The following Flow Chart accurately reflects the information gathering process for Employees apply for employment in the administration area with Hungry Jack' P/L

EXAMPLE PROCESS FOR COLLECTION (ADMINISTRATION)



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NATIONAL PRIVACY PRINCIPLE 1:

COLLECTION

Customers

The following Flow Chart accurately reflects the information gathering process for Customers whom voluntarily share personal information with Hungry Jack's P/L.

Through the following means; Customer Comment Cards, Birthday Club Applications, Customer Complaints, Red Alerts, Letter of Comment, Website, WiFi etc

EXAMPLE PROCESS FOR COLLECTION (CUSTOMERS)

Customer voluntarily discloses personal information via the following means, Verbal, Customer Comment Cards, Birthday Club Applications, Customer Complaints, Red Alerts, Letter of Comment, and Website etc.

Customer information / comments forwarded to respective Department Heads for Actioning, (information logged for response on to the appropriate Data Base)

Hard copies of information provided by the following means will be kept at the State Administration / Support Centre in a secure environment.
(Customer Comment Cards, Birthday Club Applications, Customer Complaints, Red Alerts, Letters of Comment)

Additional information may be sought if clarification is necessary to process enquiry / comment correctly.

Access / alteration to information disclosed can be done via the Flow Charts for NPP3 & 4

**HUNGRY JACK'S
HEALTH INFORMATION APPLICANT CONSENT FORM
(Referenced to HJPL Application Form)**

This form is to be completed by the applicant prior to the disclosure / collection of health information.

Hungry Jack's is fully committed to meeting the requirements of the Privacy Act 1988 (Cth). The personal information collected on the application form will be used by Hungry Jack's to assess the suitability of the applicant for the position advertised and to negotiate with and make offers of employment to selected applicants. Further, for successful applicants, the information will be used for the supervision, management and payments of employees, to develop and maintain the employment relationship between the employer and the individual.

Fields marked with (*) on the application form are regarded as mandatory for selection purposes. Failure to provide these data may influence the processing and outcome of your application. However, for successful applicants, the information supplied in the application form may be passed onto Hungry Jack's insurers, bankers, any relevant staff union and superannuation fund managers.

Hungry Jack's will not disclose such health information of applicants to a third party without first obtaining the applicant's consent unless the disclosure is required by law or by statutory authorities.

I hereby consent to Hungry Jack's using the health information collected from me for the purposes outlined to me above.

Name : _____

Signature: _____

Date: _____

This consent form will be kept in the employees file and may be accessed in accordance with the National Privacy Act 1988 (Cth).

If the applicant is a minor, this section is to be completed by the parent or legal guardian.

Name : _____

Signature : _____

Relationship to applicant: _____

Date : _____

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NATIONAL PRIVACY PRINCIPLE 1: COLLECTION / PURPOSE All Departments

BANK DEPOSIT ADVICE FORMS: All Departments

Hungry Jack's is fully committed to meeting the requirements of the Privacy Act 1988 (Cth) and the Health Records Act 2001 (Vic). Hungry Jack's will forward the personal information collected on the Bank Deposit Advice Form to the nominated financial institution to ensure payments of wages are deposited into the correct bank account

Under the Privacy Act 1988 (Cth), applicants have the right to request access to, and to request correction of their personal information collected in this form. If you wish to exercise these rights, please contact the Privacy Officer in your State.

SDA (Union) ENROLMENT FORMS: Crew Members

Hungry Jack's is fully committed to meeting the requirements of the Privacy Act 1988 (Cth). Hungry Jack's will forward the personal information collected on the SDA Enrolment Form to the relevant SDA Administration Office in order for the applicants' enrolment in the union to be completed.

Under the Privacy Act 1988 (Cth), applicants have the right to request access to, and to request correction of their personal information collected in this form. If you wish to exercise these rights, please contact the Privacy Officer in your State.

TAX FILE NUMBER DECLARATION FORM: All Departments

Hungry Jack's is fully committed to meeting the requirements of the Privacy Act 1988 (Cth). Collection of the personal information on the Tax File Number Declaration Form is authorised by tax laws and other applicable legislation. Hungry Jack's will forward the Tax File Number Declaration Form to the Australian Taxation Office.

Under the Privacy Act 1988 (Cth), applicants have the right to request access to, and to request correction of their personal information collected in this form. If you wish to exercise these rights, please contact the Privacy Officer in your State.

EXAMPLE



Our Ref:
Your Ref:

[Date]

[Name]
[Address]
[]

Dear []

AUTHORITY FOR INDIRECT COLLECTION OF PERSONAL INFORMATION

We are proposing to collect “personal information” about you from **[list persons]**.

We have **enclosed** the following for your reference:

1. Notice to Individuals on Personal Information Collection **[Optional]**.
2. Privacy Authority Form for Indirect Collection.

Please review the **[Notice/Form] [choose appropriately]** very carefully as it describes how your personal information may be used and disclosed and how you can get access to this information.

Once you are satisfied with the above, please complete the **enclosed** Form and forward it to:

Privacy Officer
Hungry Jack's Pty Ltd
[Address]

If you have any queries regarding the above, please do not hesitate to contact our Privacy Officer
C/O the State Administration Centre.

Yours faithfully,

EXAMPLE



PRIVACY AUTHORITY FORM FOR INDIRECT COLLECTION

[A PRIVACY NOTICE SHOULD ACCOMPANY THIS FORM. HOWEVER, A SEPARATE PRIVACY NOTICE IS NOT REQUIRED IF THE FOLLOWING INFORMATION IS OUTLINED ON THIS FORM:

- THE PURPOSES FOR COLLECTION; INTENDED RECIPIENTS OF THE INFORMATION COLLECTED;
- IDENTIFICATION OF ANY LAW THAT REQUIRES THE PERSONAL INFORMATION TO BE COLLECTED; AND
- CONTACT PERSON (IE., PRIVACY OFFICER)
- HOW THE INDIVIDUAL CONCERNED CAN GAIN ACCESS TO THE INFORMATION]

I, _____ of _____

(Name): _____

(address): _____

hereby consent, authorise and direct _____ to provide Hungry Jack's Pty Ltd the following information:

- _____
- _____ (describe the information)
- _____
- _____

for the purposes outlined to me [in the attached Notice / above].

This consent shall cease to operate when Hungry Jack's receives written notification of revocation from me.

Signature: _____

Date: _____

HUNGRY JACK'S PRIVACY COMPLIANCE PLAN

NATIONAL PRIVACY ACT

NATIONAL PRIVACY PRINCIPLE 2:

USE AND DISCLOSURE

All Areas

- 2.1 Hungry Jack's commits that it will not use or disclose personal information about an individual for a purpose other than the primary purpose of collection without the written consent of the individual concerned and with due consideration as to the need for such disclosure unless:
- a) Both of the following apply:
 - (i) The secondary purpose is related to the primary purpose of collection and if the personal information is sensitive information, directly related to the primary purpose of collection;
 - (ii) The individual would reasonably expect Hungry Jack's ® to use or disclose the information for the secondary purpose; or
 - b) The individual has consented to the use or disclosure in writing; or
 - c) If the information is not sensitive information and the use of the information is for the secondary purpose of direct marketing:
 - (i) It is impracticable for Hungry Jack's ® to seek the individual's consent before that particular use; and
 - (ii) Hungry Jack's ® will not charge the individual for giving effect to a request by the individual to Hungry Jack's ® not to receive direct marketing communications; and
 - (iii) The individual has not made a request in writing to Hungry Jack's ® not to receive direct marketing communications; and
 - (iv) In each direct marketing communication with the individual, Hungry Jack's ® draws to the individual's attention, or prominently displays a notice, that the individual may express a wish not to receive any further direct marketing communications; and
 - (v) Each written direct marketing communication by the organisation with the individual (up to and including the communication that involves the use) sets out Hungry Jack's ® business address & telephone number and, if the communication with the individual is made by fax, email or other electronic means, a number or address at which Hungry Jack's ® can be directly contacted electronically; or
 - d) If the information is health information and the use or disclosure is necessary for research, or the compilation or analysis of statistics, relevant to public health or public safety:
 - (i) It is impractical for Hungry Jack's ® to seek the individual's consent before the use of disclosure; and
 - (ii) The use or disclosure is conducted in accordance with guidelines approved by the Commissioner under section 95A for the purposes of this subparagraph; and
 - (iii) In the case of disclosure, Hungry Jack's ® reasonably believes that the recipient of the health information will not disclose the health information, or personal information derived from the health information; or
 - e) Hungry Jack's ® reasonably believes that the use or disclosure is necessary to lessen or prevent:
 - (i) A serious and imminent threat to an individual's life, health or safety; or
 - (ii) A serious threat to public health or public safety; or
 - f) Hungry Jack's has reason to suspect that unlawful activity has been, is being or may be engaged in, and uses or discloses the personal information as a necessary part of its investigation of the matter or in reporting its concerns to relevant persons or authorities; or
 - g) The use or disclosure is required or authorised by or under law; or
 - h) Hungry Jack's ® reasonably believes that the use or disclosure is reasonably necessary for one or more of the following by or behalf of an enforcement body:
 - (i) The prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction or breaches of a prescribed law;
 - (ii) The enforcement of laws relating to the confiscation of the proceeds of crime;
 - (iii) The protection of public revenue;
 - (iv) The prevention, detection, investigation or remedying of seriously improper conduct or prescribed conduct;
 - (v) The preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal.
- 2.2 If Hungry Jack's ® uses or discloses personal information under paragraph 2.1 (h), it must make a written note of how it has used or disclosed the information.

HUNGRY JACK'S PRIVACY COMPLIANCE PLAN

NATIONAL PRIVACY ACT

NATIONAL PRIVACY PRINCIPLE 2:

USE AND DISCLOSURE

All Areas Continued

- 2.3 Subclause 2.1 operates in relation to personal information that an organisation that is a body corporate has collected from a related body corporate as if the organisation's primary purpose of collection of the information were the primary purpose for which the related body corporate collected the information.
- 2.4 Despite subclause 2.1, an organisation that provides a health service to an individual may disclose health information about the individual to a person who is responsible for the individual if:
- 10.1.1.1 the individual:
 - 10.1.1.2 is physically or legally incapable of giving consent to the disclosure; or
 - 10.1.1.3 physically cannot communicate consent to the disclosure; and
 - 10.1.1.4 a natural person (the carer) providing the health service for the organisation is satisfied that either:
 - 10.1.1.5 the disclosure is necessary to provide appropriate care or treatment of the individual; or
 - 10.1.1.6 the disclosure is made for compassionate reasons; and
 - 10.1.1.7 the disclosure is not contrary to any wish:
 - 10.1.1.7.1.1 expressed by the individual before the individual became unable to give or communicate consent; and
 - 10.1.1.8 of which the carer is aware, or of which the carer could reasonably be expected to be aware; and, (d) the disclosure is limited to the extent reasonable and necessary for a purpose mentioned in paragraph (b)
- 2.5 For the purposes of subclause 2.4, and in respect to the information gathered for employment purpose of minors, a person is **responsible** for an individual if the person is:
- a) A parent of the individual; or
 - b) A child or sibling of the individual and at least 18 years old; or
 - c) A spouse or de facto spouse of the individual; or
 - d) A relative of the individual, at least 18 years old and a member of the individual's household; or
 - e) A guardian of the individual; or
 - f) Exercising an enduring power of attorney granted by the individual that is exercisable in relation to decisions about the individual's health; or
 - g) A person who has an intimate personal relationship with the individual; or
 - h) A person nominated by the individual to be contacted in case of emergency.
- 2.6 In subclause 2.5:
- Child** of an individual includes an adopted child, a stepchild and a foster child, of the individual.
- Parent** of an individual includes a stepparent, adoptive parent and a foster parent, of the individual
- Relative** of an individual means a grandparent, grandchild, uncle, aunt, nephew or niece, of the individual.
- Sibling** of an individual includes a half-brother, half-sister, adoptive brother, adoptive sister, stepbrother, stepsister, foster-brother and foster-sister, of the individual

NATIONAL PRIVACY PRINCIPLE 3:

DATA QUALITY

All Areas

3. Data Quality

Hungry Jack's ® has done and will continue to take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date.

Hungry Jack's ® has an internal activity of providing the Payroll Department with ongoing Alteration and Advices, passing on any changes to an individual's personal details as originally gathered on the application form. Copies of all Alteration and Advices are maintained in employee files.

Hungry Jack's ® commits to an annual review of its processes covering all of the National Privacy Act

HUNGRY JACK'S PRIVACY COMPLIANCE PLAN

NATIONAL PRIVACY ACT

NATIONAL PRIVACY PRINCIPLE 4:

DATA SECURITY

All Areas

4. Data Security

- 4.1 Hungry Jack's ® has done and will continue to take reasonable steps to protect the personal information it holds from misuse and loss from unauthorised access, modification or disclosure. Hungry Jack's ® has taken proactive steps to ensure only authorised personnel who requires access to such information for the performance of his or her employment duties is granted access. Access to parties not internally authorised require a prior written permission from the individuals to whom the information relates prior to access being granted.

Hungry Jack's ® Privacy Officer will maintain a file containing all written requests (Personal Information Access Form) for access and modification of personal information being retained

The following flow chart identifies process for access.

Hungry Jack's reserves the right to deny a request for access should the request be "frivolous or vexatious", or where a request may unreasonably interfere with the operations of Hungry Jack's, in such instances the request may be denied.

Examples that may constitute a denial for access are;

- Continual requests for records that HJPL has already established it does not have;
- Requests by an applicant who has demonstrated a pattern on abandoning requests (without payment of processing fee);
- Requests that show an intention to harass HJPL and break or overload the system;
- Where requests are part of an extensive pattern of related requests by an applicant or a group of applicants.

Where an applicant indicates either in writing or by other means an intention not to proceed with a request, HJPL will declare that the request has been abandoned as of a specific date.

As a matter of good practice Hungry Jack's will keep the request open for a period not to exceed 30 days, after which time the request will be made inactive and closed.

As a matter of course Hungry Jack's will maintain documentation of all due proceedings associated with a request or denial of a request for personal information.

EXAMPLE PROCESS FOR ACCESS TO PERSONAL INFORMATION

Personal Information held in employee file or computer based file management system

Parties authorised for regular access do so under secure surroundings. Employee complete the Personal Information Access Form

Upon receipt of the request, HJPL will send acknowledgement of receipt of request and may require an initial payment for processing of request.

Personal Information Access Form, registered and logged. Request placed into a Request File and forwarded to the relevant department for processing. Time of request and all activities involved in the processing of the request are to be documented. (used to determine processing charges).

The identity of person requesting personal information will only be disclosed to those employees directly involved in supplying requested information.

Parties not authorised for access, must Seek written permission from individuals whose file is to be accessed. Presents written consent to persons responsible for file security / access. Access granted upon validation of consent.

Files accessed under secure environment. Files containing personal information are not to be removed from the secure environment.

HUNGRY JACK'S PRIVACY COMPLIANCE PLAN

NATIONAL PRIVACY ACT

NATIONAL PRIVACY PRINCIPLE 4:

DATA SECURITY

All Areas Continued

- 4.2 Hungry Jack's ® has done and will continue to take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information may be used or disclosed under National Privacy Principle 2. Hungry Jack's ® has taken proactive steps to ensure that all personal information is archived in a secure environment with restricted access to the data. All documents outside the statutory retention period of seven years are destroyed using a licensed document destruction company.

EXAMPLE PROCESS FOR DESTRUCTION OF PERSONAL INFORMATION

Documents containing personal information held on file (Documents / electronic file)
Individual leaves organisation, documents / electronic data archived for statutory seven years
Statutory period lapses, documents / electronic data destroyed using licensed document data Destruction Company

NATIONAL PRIVACY PRINCIPLE 5:

OPENNESS

All Areas

5. Openness
- 5.1 Hungry Jack's ® sets out in the following document its clearly expressed policies on its management of personal information. Hungry Jack's ® makes the document available to anyone who asks for it.

Policy document for viewing follows:

EXAMPLE**HUNGRY JACK'S P/L POLICY DOCUMENT ON THE MANAGEMENT OF PERSONAL INFORMATION**

Hungry Jack's ® is totally committed to the adherence of all matters pertaining to the implementation of the National Privacy Act, and as such this procedure is written under compliance to the act.

This document must be made available to any party asking to view it; the document should be provided for viewing only and is not to be removed from the premises.

- ❑ Personal information from individuals is gathered in a manner respectful of the individuals rights of disclosure and pursuant to the needs of Hungry Jack's ® to correctly and with due information assess an applicants suitability to a position.
- ❑ The personal information gathered will at all times be maintained / stored in a secure manner, with no access provided to non-authorized individuals without the express written permission of the individual concerned.
- ❑ Information shared is done so with the express view that disclosure of such personal information to parties not authorized is not acceptable and verbal / written counselling will be delivered should such actions be found.
- ❑ Hungry Jack's ® commits to release personal information only to those parties where performance of their role is reliant upon access to such information or where by written consent has been provided by the individual concerned and verified.
- ❑ An employee may at any time (with respect to customer service levels at the time and consideration of time frames and activities of person providing access) gain access to the personal information contained within their files within a 30-day period of request.
- ❑ Should access to personal information have the potential to expose other information or information of a personal nature, which is not belonging to the individual making the request for access, such information will be removed prior to access being granted.

If you have any questions in relation to privacy, please contact the Privacy Officer, C/O the Hungry Jack's State Administration Centre.

HUNGRY JACK'S PRIVACY COMPLIANCE PLAN NATIONAL PRIVACY ACT

NATIONAL PRIVACY PRINCIPLE 5:

OPENNESS

All Areas Continued

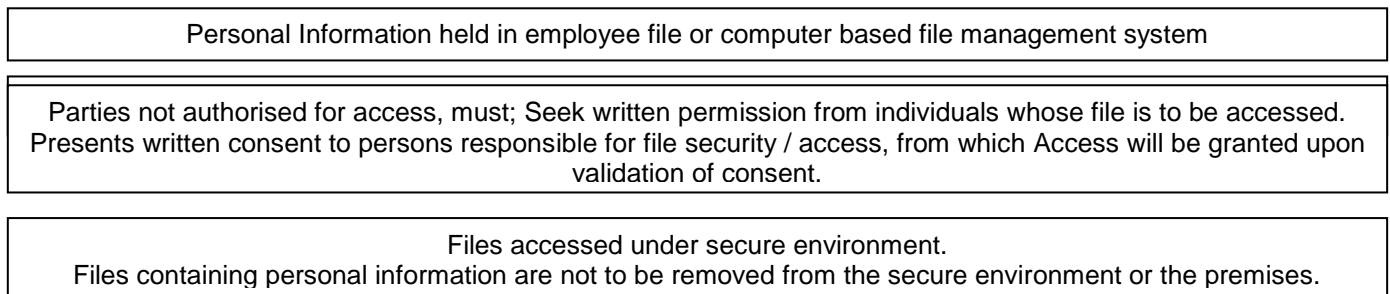
5.2 Hungry Jack's ® will on request by a person, take reasonable steps to let the person know, generally, what sort of personal information it holds, for what purposes, and how it collects, holds, uses and discloses that information.

As previously stated, all standard Hungry Jack's ® Personal Information Gathering forms such as but not limited to the following; Application forms, Confidential Staff File, Bank Account Details have a disclosure statement written at the top of the form clearly indicating;

- Purpose for which the personal information is gathered.
- Disclosure of what will be done with the personal information.
- How the personal information will be kept secure and not accessible to non-authorized personnel.
- How the individual may gain access to the personal information.
- What will be done with the personal information should employment with Hungry Jack's ® cease.
- How personal information of the individual will be destroyed.

The following example flow chart identifies process for openness.

EXAMPLE PROCESS FOR OPENNESS



HUNGRY JACK'S PRIVACY COMPLIANCE PLAN

NATIONAL PRIVACY ACT

NATIONAL PRIVACY PRINCIPLE 6: ACCESS AND CORRECTION All Areas

- 6.1 If Hungry Jack's ® holds such personal information about an individual, it will provide the individual with access to the information on written request by the individual, except to the extent that:
- a) In the case of personal information other than health information, providing access would pose a serious and imminent threat to the life or health of any individual; or
 - b) In the case of health information, providing access would pose a serious threat to the life or health of any individual; or
 - c) Providing access would have an unreasonable impact upon the privacy of other individuals; or
 - d) The request for access is frivolous or vexatious; or
 - e) The information relates to existing or anticipated legal proceedings between Hungry Jack's ® and the individual, and the information would not be accessible by the process of discovery in those proceedings; or
 - f) Providing access would reveal the intentions of Hungry Jack's ® in relation to negotiations with the individual in such a way as to prejudice those negotiations; or
 - g) Providing access would be unlawful; or
 - h) Denying access is required or authorised by or under law; or
 - i) Providing access would be likely to prejudice an investigation of possible unlawful activity; or
 - j) Providing access would be likely to prejudice:
 - (i) The prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction or breaches
 - (ii) The enforcement of laws relating to the confiscation of the proceeds of crime; or
 - (iii) The protection of public revenue; or
 - (iv) The prevention, detection, investigation or remedying of seriously improper conduct or prescribed conducted; or
 - (v) The preparation for, or conduct of, proceedings before any court or tribunal, or implementation of its orders;
 - k) An enforcement body performing a lawful security function asks Hungry Jack's ® not to provide access to the information on the basis that providing access would be likely to cause damage to the security of Australia.
- 6.2 However, where providing access would reveal evaluative information generated within Hungry Jack's ® in connection with a commercially sensitive decision-making process, Hungry Jack's ® may give the individual an explanation for the commercially sensitive decision rather than direct access to the information.
- 6.3 If Hungry Jack's ® is not required to provide the individual with access to the information because of one of more of paragraphs 6.1 (a) to (k) (inclusive), Hungry Jack's ® must, if reasonable, consider whether the use of mutually agreed intermediaries would allow sufficient access to meet the needs of both parties.
- 6.4 If Hungry Jack's ® undertakes to charge for providing access to personal information, those charges:
- (a) Will not be excessive, and
 - (b) Will not apply to lodging a request for access.
- 6.5 If Hungry Jack's ® holds personal information about an individual and the individual is able to establish that the information is not accurate, complete and up-to-date, Hungry Jack's ® will take responsible steps to correct the information so that it is accurate, complete and up-to-date.
- Hungry Jack's ® further commits to investigating the Quality review process with the aim of identifying how personal information was being held that was not accurate, complete and up-to-date, and rectifying any deficiency in this area.
- 6.6 If the individual and Hungry Jack's ® disagree whether the information is accurate, complete and up-to-date, and the individual asks hungry Jack's ® to associate with the information a statement claiming that the information is not accurate, complete or up-to-date, Hungry Jack's ® will take reasonable steps to do so.
- 6.7 Hungry Jack's ® commits to providing reasons to an individual for denial of access or a refusal to correct personal information.
Hungry Jack's ® further commits to investigating why such action would be necessary.
The following flow chart outlines the information accuracy dispute process

**EXAMPLE
NOTICE TO APPLICANTS**

As an applicant, you have a right to access your personal information held by Hungry Jack's.

Hungry Jack's may refuse to process your application in part or in whole if:

- | | |
|---|----|
| <input type="checkbox"/> the law states that we must not disclose the information | OR |
| <input type="checkbox"/> the law states that we may restrict individual access | OR |
| <input type="checkbox"/> the correct amount of fee has not been paid. | |

Where your application is denied in whole or in part, we will notify you in writing.

Further, by completing this attached form, you are supplying Hungry Jack's with personal information about yourself. This information is collected under the authority of the *Privacy Act 1988 (Cth)* (and the *Health Records Act 2001 (Vic)* - relevance only in Victoria). Hungry Jack's needs this information in order to process and respond to your request and it will be used only for that purpose.

The supply of this information by you is voluntary. However, should you not supply the information, or only part of it, it may affect the processing of your application.

You have a right to request access to, and to request correction of, your personal information supplied in relation to this application.

If you have further queries regarding your right to access your health information, please contact our Privacy Officer (details outlined below).

HOW TO COMPLETE THIS FORM

1. Please ensure that you supply your personal details. Hungry Jack's may need to contact you if there are questions about your request.
2. Please indicate whether the request for access relates to your personal information or another person's information.
3. If you are seeking to access the records of another person, you will have to provide proof that you have the authority to act for that person. Eg, you are the person's legally appointed guardian or you have medical power of attorney for the person. Further, be sure that you give the person's full name, any other name that person may have used on the records and the date of birth to assist us in correctly identifying the person.
4. Please be as specific as possible in describing the records and the form of access requested. The more specific your request, the quicker and more accurately it can be addressed. If you require more space, please continue your description on a separate sheet of paper and attach it to this request form.
5. Please attach supporting documentation (if applicable).
6. All forms must be signed and dated for it to be processed by us.
7. All applications are to be sent to:

Privacy Officer
Hungry Jack's Pty Ltd
C/O State Administration Centre
8. If you have any questions in relation to this form, please contact the Privacy Officer C/O State Administration Centre.

Fees and Charges

There are no fees and charges for the lodgement of this application. You are, however, required to pay processing charges in respect of this request and additional consultation fee will apply where an explanation of the personal health information is requested. [See attached schedule of fees and charges.]

The initial statement of fees and charges will be sent to you within 7 days of receiving this application.

Collection

Do you want to: (please tick)

Collect the record in person OR

Have the record posted to you OR

Other (please specify)

If to be posted, specify whether by

Ordinary Mail OR

Registered Mail

Please note:

- If you are requesting for the information to be posted to you, you will need to include some form of photographic proof of identification with this application. Further, the information will be posted to the postal address specified under "Details of Applicant".
- In the event that you wish to collect your record in person, identification will be required prior to release.

Applicant's Signature

Date

OFFICE USE ONLY

Verification of Identity:

Verification of Applicant or Authorised Person Identity: Applicant Authorised Person

ID sighted, copied and certified Yes No

(Please tick type)

Drivers Licence Passport Enduring Power of Attorney Guardianship Order

Other (please specify)

ID Confirmed by:

Name:

Title:

Signature:

Date:/...../.....

Date Received:

/ /

Assigned Request Number:

Date Acknowledgment and Initial Statement of Fees and Charges Sent:

/ /

SCHEDULE OF FEES AND CHARGES

NOTICE TO APPLICANTS

As an applicant, you have a right to correct your personal information held by Hungry Jack's.

Hungry Jack's may refuse to process your application in part or in whole in some circumstances.

Where your application is denied in part or in whole, we will notify you in writing.

Further, by completing this attached form, you are supplying Hungry Jack's with personal information about yourself. This information is collected under the authority of the *Privacy Act 1988 (Cth)*. Hungry Jack's needs this information in order to process and respond to your request and it will be used only for that purpose.

The supply of this information by you is voluntary. However, should you not supply the information relevant only to Victoria, or only part of it, it may affect the processing of your application.

You have a right to request access to, and to request correction of, your personal information supplied in relation to this application.

If you have further queries regarding your right to correct your health information, please contact our Privacy Officer (details outlined below).

HOW TO COMPLETE THIS FORM

9. Please ensure that you supply your personal details. Hungry Jack's may need to contact you if there are questions about your request.
10. Please indicate whether the request for correction relates to your personal information or another person's information.
11. If you are seeking to have the records of another person corrected, you will have to provide proof that you have the authority to act for that person. Eg, you are the person's legally appointed guardian or you have medical power of attorney for the person. Further, be sure that you give the person's full name, any other name that person may have used on the records and the date of birth to assist us in correctly identifying the person.
12. Please be as specific as possible in describing the records and the correction requested. The more specific your request, the quicker and more accurately it can be addressed. If you require more space, please continue your description on a separate sheet of paper and attach it to this request form.
13. Please attach supporting documentation (if applicable).
14. All forms must be signed and dated for it to be processed by us.
15. All applications are to be sent to:

Privacy Officer
Hungry Jack's Pty Ltd
C/O State Administration Centre
16. If you have any questions in relation to this form, please contact the Privacy Officer C/O State Administration Centre.



EXAMPLE Request for Correction

* PLEASE SEE ATTACHED NOTICE BEFORE COMPLETING THIS FORM

Details of Applicant (please print)				
<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss	Surname	Given Names		
Postal Address				
City /Town		State		Postcode
Telephone (BH)	Telephone (AH)	Fax		E-mail
Details of Request				
Are you requesting correction of another person's personal information? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide evidence that you can legally act for that person and the name and address of that person. (Please attach any documents that supports your request and indicate which documents should be returned to you)</i>				
Date of birth of the person to whom the record(s) relate?				
Any previous names used?				
What documents need to be corrected? <i>(Please give as much detail as possible)</i>				
For current and former Hungry Jack's employees only: Please specify your department/restaurant.				
For what dates or approximate time periods?				
State your reason(s) for requesting correction. The document(s) described above is. <input type="checkbox"/> incomplete <input type="checkbox"/> misleading PLACE A TICK IN THE <input type="checkbox"/> out of date <input type="checkbox"/> incorrect APPROPRIATE BOX				
What correction do you want to make? <i>(Please attach any documents that support your request and indicate which documents should be returned to you)</i>				
Fees and Charges				
There are no fees and charges for the lodgement or processing of this application.				
Applicant's Signature				Date

OFFICE USE ONLY

Verification of Identity:			
Verification of Applicant or Authorised Person Identity: Applicant <input type="checkbox"/> Authorised Person <input type="checkbox"/>			
ID sighted, copied and certified <input type="checkbox"/> Yes <input type="checkbox"/> No			
(Please tick type)			
<input type="checkbox"/> Drivers Licence	<input type="checkbox"/> Passport	<input type="checkbox"/> Enduring Power of Attorney	<input type="checkbox"/> Guardianship Order
<input type="checkbox"/> Other (please specify)			
ID Confirmed by:			
Name:	Title:	Signature:	Date:/...../.....
Date Received: / /		Assigned Request Number:	
Date Acknowledgment Sent / /			

EXAMPLE
INFORMATION ACCURACY DISPUTE REOLUTION PROCESS

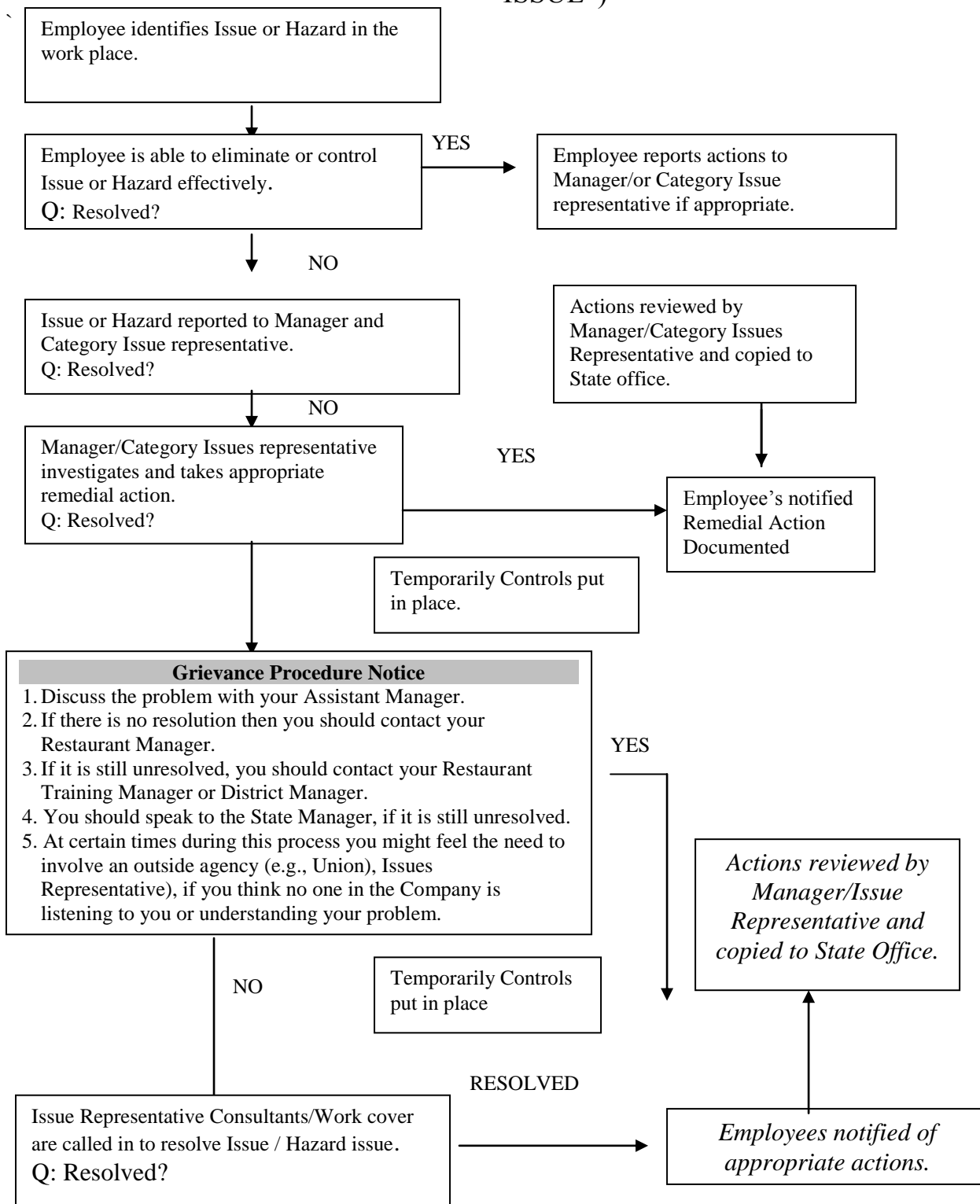
Personal information pertaining to an individual is kept on file (Document / electronic)
Individual requests access to their personal information
Access allowed for authorised individuals once validated
Individual questions / validates inaccuracy of information retained
Hungry Jack's ® commits to rectify the accuracy of information
Hungry Jack's ® completes a review of the maintenance of the Quality review process, with the purpose to rectify any failures of the Quality process
If Hungry Jack's ® is in dispute with the individual as to the accuracy of the information, Hungry Jack's ® commits to so logging in the file a statement from the individual claiming the information retained is wholly or in part inaccurate.

Any complaints arising as to the handling by Hungry Jack's of an applicants request for access to or correction of personal information retained by Hungry Jack's will be forwarded to the State Privacy Officer.



EXAMPLE

RESOLUTION PROCEDURE FOR HAZARDS, DISCRIMINATION, HARASSMENT, OCCUPATIONAL HEALTH AND SAFETY ISSUES NATIONAL PRIVACY ACT, GRIEVANCE, AND WORKPLACE BULLYING (TO BE REFERRED TO AS “THE ISSUE”)



EXAMPLE**CATEGORY ISSUE REPRESENTATIVES ARE;****HAZARDS:**

1 st	Contact	HJPL Shift Manager
2 nd	Contact	HJPL Restaurant Manager C/O Restaurant
3 rd	Contact	HJPL Restaurant Training Manager / District Manager, C/O State Administration Centre
4 th	Contact	HJPL State Manager, C/O State Administration Centre
5 th	Contact	State Work Cover Authority

OCCUPATIONAL HEALTH AND SAFETY:

1 st	Contact	HJPL Shift Manager
2 nd	Contact	HJPL Restaurant Manager C/O Restaurant
3 rd	Contact	HJPL Restaurant Training Manager / District Manager, C/O State Administration Centre
4 th	Contact	HJPL State Manager, C/O State Administration Centre
5 th	Contact	State Work Cover Authority

DISCRIMINATION:

1 st	Contact	HJPL Shift Manager
2 nd	Contact	HJPL Restaurant Manager C/O Restaurant
3 rd	Contact	HJPL Restaurant Training Manager / District Manager, C/O State Administration Centre
4 th	Contact	HJPL State Manager, C/O State Administration Centre
5 th	Contact	State Equal Opportunity Commission

HJPL DISCRIMINATION CONTACT OFFICERS

Note: Each State has trained & appointed Discrimination Contact Officers; they can be contacted through your State Administration Centre

HARASSMENT:

1 st	Contact	HJPL Shift Manager
2 nd	Contact	HJPL Restaurant Manager C/O Restaurant
3 rd	Contact	HJPL Restaurant Training Manager / District Manager, C/O State Administration Centre
4 th	Contact	HJPL State Manager, C/O State Administration Centre
5 th	Contact	State Equal Opportunity Commission

PRIVACY:

1 st	Contact	HJPL Shift Manager
2 nd	Contact	HJPL Restaurant Manager C/O Restaurant
3 rd	Contact	HJPL Privacy Contact Officer C/O State Administration Centre
4 th	Contact	Controlling Officer National HR Manager Hungry Jack's P/L, 1183 Toorak Road Burwood, Melbourne, Victoria, 3125.
5 th	Contact	National Privacy Commission

HUNGRY JACK'S PRIVACY COMPLIANCE PLAN

NATIONAL PRIVACY ACT

NATIONAL PRIVACY PRINCIPLE 7:

IDENTIFIERS

All Areas

- 7.1 Hungry Jack's ® commits that it will not adopt as its own identifier of an individual an identifier of the individual that has been assigned by:
- a) An agency; or
 - b) An agent of an agency acting in its capacity as agent; or
 - c) A contracted service provider for a Commonwealth contract acting in its capacity as contracted service provider for that contract.

- 7.1A However, subclause 7.1 does not apply to the adoption by a prescribed organisation of a prescribed identifier in prescribed circumstances.

- 7.2 Hungry Jack's ® will not use or disclose an identifier assigned to an individual by an agency, or by an agent or contracted service provider mentioned in subclause 7.1, unless:
- a) The use or disclosure is necessary for the organisation to fulfil its obligations to the agency; or
 - b) One or more paragraphs 2.1(e) to 2.1(h) (inclusive) apply to the use or disclosure; or
 - c) The use or disclosure is by a prescribed organisation of a prescribed identifier in prescribed circumstances.

- 7.3 In this clause:

Identifier includes a number assigned by Hungry Jack's ® to an individual to identify uniquely the individual for the purposes of Hungry Jack's ® operations.

However, an individual's name or ABN is not an **identifier**.

Hungry Jack's ® commits to assigning, adopting, using and disclosing identifiers only in accordance the above framework.

NATIONAL PRIVACY PRINCIPLE 8:

ANONYMITY

All Areas

- 8 Wherever it is lawful and practicable and without compromise to an individual's application for employment or any legal proceedings current or in the future, individuals will have the option of not identifying themselves when entering transactions with Hungry Jack's ®.

NATIONAL PRIVACY PRINCIPLE 9: TRANSBORDER DATA FLOWS

All Areas

Hungry Jack's ® commits to transferring personal information about an individual to someone (other than Hungry Jack's ® or the individual) who is in a foreign country only with the written permission of the individual concerned as well as in the following circumstances:

- a) Hungry Jack's ® reasonably believes that the recipient of the information is subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that they are substantially similar to the National Privacy Principles; or
- b) The individual consents to the transfer; or
- c) The transfer is necessary for the performance of a contract between the individual and Hungry Jack's ®, or for the implementation of pre-contractual measures taken in response to the individual's request; or
- d) The transfer is necessary for the conclusion or performance of a contract concluded in the interest of the individual between Hungry Jack's® and a third party; or
- e) All of the following apply:
 - (i) The transfer is for the benefit of the individual
 - (ii) It is impracticable to obtain the consent of the individual to that transfer;
 - (iii) If it were practicable to obtain such consent, the individual would be likely to give it; or
- f) Hungry Jack's ® has taken reasonable steps to ensure that the information which it has transferred will not be held, used or disclosed by the recipient of the information inconsistently with the National Privacy Principles.

HUNGRY JACK'S PRIVACY COMPLIANCE PLAN

NATIONAL PRIVACY ACT

NATIONAL PRIVACY PRINCIPLE 10:

SENSITIVE INFORMATION

All Areas

- 10.1 Hungry Jack's ® commits it will not collect sensitive information about an individual unless:
- a) The individual has consented; or
 - b) The collection is required by law; or
 - c) The collection is necessary to prevent or lessen a serious or eminent threat of life or health of any individual whom the information concerns:
 - (i) Is physically or illegally incapable of giving consent to the collection; or
 - (ii) Physically cannot communicate consent to the collection; or
 - d) If the information is collected in the course of activities of a non-profit organisation, the following conditions are satisfied:
 - (i) The information relates solely to the members of Hungry Jack's ® or to individuals who have a regular contact with it in connection with its activities;
 - (ii) At or before the time of collection the information, Hungry Jack's ® undertakes to the individual whom the information concerns that Hungry Jack's ® will not disclose the information without the individuals consent; or
 - e) The collection is necessary for Hungry Jack's ® for the establishment, exercise or defence of a legal or equitable claim.
- 10.2 Despite subclause 10.1, Hungry Jack's ® will collect health information about an individual if:
- a) The information is necessary to provide a health service to the individual; and
 - b) The information is collected:
 - (i) As required by law (other than the NPP Act); or
 - (ii) In accordance with rules established by competent health or medical bodies that deal with obligations of professional confidentiality which bind the organisation.
- 10.3 Despite subclause 10.1, Hungry Jack's ® may collect health information about an individual if:
- a) The collection is necessary for any of the following purposes:
 - (i) Research relevant to public health or public safety;
 - (ii) The compilation or analysis of statistics relevant to public health or public safety;
 - (iii) The management, funding or monitoring of a health service; and
 - b) That purpose cannot be served by the collection of information that does not identify or from which the individual's identity cannot reasonably be ascertained; and
 - c) It is impracticable for Hungry Jack's ® to seek the individual's consent to the collection; and
 - d) The information is collected:
 - (i) As required by law (other than the NPP Act); or
 - (ii) In accordance with rules established by competent health or medical bodies that deal with obligations of professional confidentiality which bind the organisation; or
 - (iii) In accordance with guidelines approved by the Commissioner under section 95A for the purposes of this subparagraph.
- 10.4 If Hungry Jack's ® collects health information about an individual in accordance with subclause 10.3, Hungry Jack's ® commits to taking reasonable steps to permanently de-identify the information before Hungry Jack's ® may disclose it.
- 10.5 In this clause:
 Non-profit organisation means a non-profit organisation that has only racial, ethnic, political, religious, philosophical, professional, trade, or trade union aims.

ADDITIONAL REQUIREMENTS:

ADVERTISING (RECRUITMENT ADVERTS)

All Departments

All recruitment advertising commissioned by Hungry Jack's must have the following clearly displayed on the advert.

"All personal information provided by job applicants in response to this recruitment advert will be used solely for the purpose of assessing the applicants' suitability for the position advertised."

"Under the Privacy Act 1988, applicants have a right to request access to their personal information in relation to their application."