



## PUBLIC PRIVACY STATEMENT

### STATEMENT

Baldwin Living makes every effort to adhere to or exceed the Privacy Guidelines developed by the Office of the Australian Information Commissioner (OAIC). Baldwin Living is bound by the provisions of the Privacy Act 1991 and the Personal Information Protection Act 2004.

#### Collection of Personal Information

Personal information will be collected only for legitimate and specified purposes related to the operations and services provided by Baldwin Living. Individuals will be informed of the purpose of data collection at the time of its collection. You may access your personal information with 5 business days' notice.

#### Use and Disclosure

Personal information will be used solely for the purposes for which it was collected, unless consent is obtained for an alternative use or disclosure, or as required by law.

#### Security Measures

Appropriate technical, administrative, and physical safeguards will be implemented to protect personal information from unauthorised access, use, disclosure, alteration, or destruction. Access to personal information will be restricted to authorised personnel only, and such personnel will be educated on the importance of confidentiality and privacy.

#### Retention and Disposal

Personal information will be retained only for as long as necessary to fulfill the purposes for which it was collected, or as required by applicable laws and regulations. When personal information is no longer needed, it will be securely disposed of in a manner that prevents unauthorised access.

### POLICY STATEMENT

Baldwin Living reserves the right to modify this Statement at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a workplace which adheres to best practices.

### VERSION CONTROL

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|------------------------|--------------------------|
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