

Privacy Policy

Nicholson Sheehan Consulting (NSC Group) is privy to substantial client corporate and personal information in the conduct of our management consulting services. We are acutely aware of the need to carefully control the collection, storage, access, alteration, maintenance, and disclosure of client corporate and personal information.

NSC is committed to the implementation and upholding a code of conduct for privacy of personal and client corporate information which is addressed in the Australian Privacy Principles of the *Privacy Act 1988 (Cth)* and the Information Privacy Principles of the *Information Privacy Act 2009 (Qld)*. Our code of conduct for privacy of personal and client corporate information is detailed below:

- We will only collect personal and client corporate information for which we have a lawful, contracted purpose which is necessary for the delivery of the contracted service.
- We will only grant requests from individuals, or from other people, agencies, or bodies to access information which have a lawful purpose. We may direct the request to the client organisation for access to the information.
- We will ensure that personal and client corporate information is securely stored, and the security of the information protected.
- Although we are holding the information for a lawful, contracted purpose, we will carefully evaluate the availability, access, and use of information we hold. Deidentification of personal and corporate information will be our primary position in using data unless we hold written permission from the owner.
- We will not alter personal and client corporate information without the written consent of the owner.
- We will only hold personal and client corporate information for the lawful, contracted purpose. Once the lawful, contracted purpose is concluded, NSC will sensitively, and securely dispose of the information. We are obliged to maintain accurate information.
- Information will only be used for the lawful and contracted purpose. Should NSC wish to use the information for an alternative purpose, we will seek the owner's written permission.

Our Directors hold specific responsibilities for the implementation, performance, measurement, and improvement of NSC's Privacy policy.

May 2024. Executive Committee

Policy authorised by: Patrick Sheehan, Managing Director.