



# Hewitt CSi Privacy Policy

July 2008

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Hewitt CSi has a commitment to respecting the privacy of the information entrusted to it by clients and others. This commitment ensures the ongoing success of our business and our clients' ongoing support of our products and services.

This privacy policy sets out Hewitt CSi's personal information management practices. It covers:

- Compliance with the National Privacy Principles
- Personal information collected
- Use and disclosure of personal information
- Accessing and updating personal information
- Security of personal information
- Contact details

Throughout this policy, we refer to "personal information", which means information that identifies an individual or from which your identity can be reasonably ascertained. Your name, address, and salary are examples of personal information.

## Compliance with the National Privacy Principles

The National Privacy Principles under the Privacy Act (Cth) applies to Hewitt CSi (formerly CSi – The Remuneration Specialists) from 21 December 2002. Personal information collected Most of the information we collect about individuals for the purposes of providing our products and services is de-identified and is, therefore, not personal information within the meaning of the Privacy Act.

We sometimes collect personal information only where it is necessary to allow us to provide our products and services. For example, we collect personal information about individuals to:

- populate a limited number of our remuneration surveys; and
- facilitate the exchange of information between the representatives of clients that participate in these surveys. Whether personal information is collected from individuals or through our clients, we will take reasonable steps to ensure that individuals are aware of the purposes for which Hewitt CSi collects their personal information.

We will only collect sensitive information (as defined in the Privacy Act) with the individual's consent or otherwise in accordance with the law.

## Use and disclosure of personal information

We will generally use and disclose an individual's personal information for purposes related to the main purpose for which the information was collected, or where the individual has consented to the use or disclosure. We may otherwise use or disclose personal information where required or authorised by law, which may include emergency situations and assisting law enforcement agencies.



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## **Accessing and updating personal information**

Individuals seeking to access or correct any personal information Hewitt CSi holds about them may contact us using the Contact Details set out below. We ask that such requests contain as much detail as possible about the particular personal information sought in order to help us retrieve it. An access fee may be charged to cover our costs of providing the personal information. In certain circumstances, we may not be required by law to provide access or to correct the personal information. If that is the case, we will provide our reasons for that decision.

We take reasonable steps to make sure that the personal information we collect, use and disclose is accurate, complete and up-to-date. We maintain a client contact database that allows us to contact our client representatives from time to time to advise on products and services available to them. Individuals not wanting to be contacted in this regard should contact us on the number below.

## **Security of personal information**

We take reasonable steps to protect all of the personal information we hold from misuse and loss and from unauthorised access, modification or disclosure. This protection applies in relation to information stored in both electronic and hard copy form.

## **Contact details**

Please contact our office on: (02) 8440 6500 with questions or feedback about privacy, or to make a complaint about the way in which we have handled your personal information.