

Ai Group's obligations under the NOTIFIABLE DATA BREACH SCHEME within the PRIVACY ACT 1988 (Commonwealth)

The Australian Industry Group and its wholly owned subsidiaries, Australian Industry Group Training Services Pty Ltd (AiGTS) and Australian Industry Group Graduate Employment Pty Ltd (AiGGE)¹, together referred to 'Ai Group', are subject to and bound by *the Australian Privacy Principles* and the new *Notifiable Data Breach Scheme* under the Commonwealth Privacy Act that comes into effect on 22 February.

Ai Group, like all responsible entities, maintains very strict internal policies and procedures to protect the confidentiality of the data we hold on behalf of our members and clients and the privacy of the thousands of individuals whose data is also stored by us as a consequence of our business dealings. Our Privacy Policy and Privacy Summary Statement have both been recently updated to reflect changes to the governing Privacy legislation including information about the Scheme. www.aigroup.com.au/privacy-statement.

Only 'eligible data breaches' (EDB) are required to be actioned under the Scheme. These occur when:

- There is *unauthorised access* to or *unauthorised disclosure* of personal information that Ai group holds;
- It is *likely to result in serious harm to one or more individuals*; and
- Ai Group has *not been able to prevent* the risk of serious harm by remedial action.

Where we become aware of an EDB occurring under the scheme, we will immediately take the necessary action to notify affected individuals of the risk of serious harm arising from the EDB. Serious harm could be physical, psychological, emotional, financial or reputational. There are various formalities in relation to an EDB and we are also taking steps to ensure that our suppliers and other ICT providers of data storage are fully aware of the Scheme and take responsible actions to notify us (and in the appropriate cases, you) if and when an EDB occurs that has not been successfully mitigated by remedial action.

If you have any concerns arising from receipt of an EDB notification at any time you may call Ai Group's Chief Privacy Officer.

Should you have a more generalised issue about privacy and the scheme's operations, refer to [the Office of the Australian Information Commissioner](#) or their website www.oaic.gov.au for comprehensive advice on the scheme and other issues relating to Privacy or FOI matters.

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¹ Note that Ai Group Legal Pty Ltd is also a wholly owned subsidiary. It provides legal services under the relevant State Legal Profession Act. Its requirements in relation to privacy confidentiality and client privilege are extensive – their response to EDBs under the Scheme is available directly from them or their website.