Data and Privacy Policy

This policy explains how SenateSHJ collects, uses, stores, shares, retains and disposes of information. It applies to client, employee, supplier and business information, including personal information.

Status	Approved	**Owner**	Chief Executive Officer
Review	At least annually	**Applies to**	All staff and contractors

About us

In this policy, when we say 'we', 'us', and 'our', we mean AD Veda Advisory Group Pty Ltd (ACN 694 982 931), trading as Senate SHJ.

Relevant privacy law

When we say 'privacy law' in this policy, we are referring to the law in force at the time that you interact with us that covers the collection, use, storage, and disclosure of personal information, including but not limited to the Privacy Act 1988 (Cth).

Core requirements

- Collect and use only the information needed for a clear business purpose.
- Tell people how their personal information will be used when required.
- Keep information accurate, protected and available only to authorised people.
- Use information only for the agreed purpose unless another use is authorised or legally permitted.
- Keep information only as long as required by law, contract or a documented business need.
- Report loss, incorrect disclosure or unauthorised access immediately.

Information categories

Category	Examples	Required handling
Public	Published website content, public reports	May be shared publicly once authorised.
Internal	Internal guidance, routine administration	Use approved systems and share within SenateSHJ where needed.
Confidential	Most client work, proposals, employee and financial information	Share only with authorised people; use approved storage and secure sharing.
Highly confidential	Crisis information, legal advice, credentials, sensitive personal information	Restrict to named people; apply any additional client, legal or security controls.

Storing and sharing information

Work must be stored in approved SenateSHJ or client systems. Personal email, personal cloud storage and unapproved portable media must not be used. Access must follow need-to-know and client instructions. Before sharing externally, staff must check the recipient, sensitivity, authority to share and appropriate method.

Personal information

SenateSHJ will handle personal information in accordance with applicable privacy law. The Privacy Officer will coordinate access and correction requests, complaints, privacy advice and required notices. Cross-border disclosure and overseas storage must be assessed before use, including the location and safeguards of the recipient or provider.

Retention and disposal

The Chief Executive Officer and business owners will maintain a retention schedule. Client files must be kept for the period required by contract, law and agreed business need. When retention ends, information must be securely deleted or destroyed, including copies held by suppliers where practical. Legal holds and active disputes override normal deletion.

Privacy and data breaches

Any loss, unauthorised access, mistaken disclosure or suspected compromise must be reported immediately under the Incident Response Plan. The Privacy Officer will assess whether individuals or the Office of the Australian Information Commissioner must be notified. A suspected eligible data breach assessment must be completed within the period required by law.

Individual responsibilities

- Do not collect or copy information merely because it may be useful later.
- Keep working folders orderly and avoid unnecessary duplicates.
- Do not use real personal or confidential information in training, demonstrations or AI tools unless authorised.
- Ask the project lead or Privacy Officer if the correct handling is unclear.

Complaints

We will deal with any complaints about the manner in which we handle personal information and otherwise comply with privacy law in accordance with our obligations under privacy law. If you have a complaint, please contact us. If you are not satisfied with how we handle your complaint, you may contact the appropriate regulator, being the Office of the Australian Information Commissioner.

Contacting us

Our contact details for all matters relating to this policy are as follows: Postal: SenateSHJ, Level 12 (North Tower), 80 Collins Street, Melbourne VIC 3000; Email: privacy@senateshj.com.au

Review

This policy and the retention schedule will be reviewed at least annually and when privacy law, client requirements or the firm's systems change. Legal advice should be obtained for material privacy changes or complex breach decisions.