

Privacy Policy

At Pacific Transcription¹, we recognise the importance of our clients' privacy and confidentiality. We have been delivering secure and confidential transcription work for over 15 years and are committed to providing and maintaining industry leading confidentiality and security standards. We have already been accredited towards ISO9001² and are currently working towards ISO27001³ accreditation.

Pacific Transcription is dedicated to maintaining open communication with clients and typists to ensure that all of your information privacy and confidentiality requirements are met. Privacy is considered a key element of Pacific Transcription's service delivery, and as such is monitored closely by the Managing Director.

If you have any special requests regarding your data security and confidentiality requirements, such as the signing of non-disclosure agreements, please don't hesitate to get in contact with us (see below – 6. Contact Us).

1. Confidentiality and Data Security Measures

In ensuring the confidentiality and privacy of your personal information and files, Pacific Transcription undertakes various measures, including but not limited to:

1.1. Secure Website and Server

Pacific Transcription maintains a secure online website, housed at NEXTDC Brisbane, in the CBD (<https://www.nextdc.com/data-centres/b1-brisbane-data-centre>) to which clients can upload information and audio files. All access to the site is fully auditable via IP number, and the secure server uses bank grade RSA 2048-bit encryption keys. Pacific's servers are scanned daily to detect malware and prevent attacks, and server and website backups occur daily.

All client accounts are password protected and clients can set their own passwords which are stored in a secure encrypted format.

1.2. Access Level Management and Audit Trail

All activity on the Pacific Transcription secure website is fully auditable by Pacific Transcription. Access to client and file information is strictly

¹ Pacific Transcription is a registered trading name of Pacific Solutions Pty Ltd, a company incorporated in Australia (ABN 67 100 292 171).

² ISO9001:2015 is the international best practice standard for quality management systems.

³ ISO27001:2013 is the international best practice standard for information security management systems.

managed through the use of access level management and password protection.

Both typist and administrative activity is recorded, providing a complete audit trail of when and by whom audio and documents are accessed.

1.3. **Employee and Subcontractor Confidentiality Agreements**

All employees of, and subcontractors to, Pacific Transcription sign a confidentiality agreement before the commencement of work. Non-disclosure agreements are also available on request.

1.4. **Document Return**

Completed documents are returned by default via upload to the client account on our secure website, thus restricting access to those holding the login and password details. This method is protected by standard HTTPS protocol. If preferred, documents can be returned via email in addition to being uploaded.

2. **Personal Information That We Collect and Process**

Pacific collects personal information that is necessary to set up your client account, and to provide you with transcription services. We also hold your uploaded audio files and transcribe them in accordance with your instructions.

2.1. **Information Collected from You**

Client Account Details – We collect details of your name, organisation, address, phone number, email address and username upon the creation of your client account. You provide these personal details when registering for an account via our Self-Registration Form, or by contacting us at Pacific Transcription to create an account on your behalf.

Customer Enquiry Records – We record important points that arise in our communications with you, such as your transcription requirements and past queries. This information is collected through your engagements with us via the [Enquiries form](#), over the phone or by email to enquiries@pacifictranscription.com.au or operations@pacifictranscription.com.au.



Credit Card Security Form – If you are paying for our services out of your own funds (i.e. if your university or employer is not providing funding or payment) we may require your credit card details as security prior to commencing transcription.

If applicable, we collect these details through our Credit Card Security Form provided to you upon registering your account and these details are securely stored in a restricted access environment.

2.2. Your Audio and Transcript Files

After you upload your audio files via your client account, we hold and process them for transcription on your behalf. Your source audio files and resulting transcripts may contain your personal information or the personal information of others.

Pacific Transcription does not collate or analyse the information recorded within client audio files or resulting transcripts. Pacific Transcription takes the precaution of treating all client audio and transcript files as though they contain personal information and thus all files are handles in accordance with the Australian Privacy Principles.

3. How We Use and Process Your Personal Information

3.1. Information Collected from You

Pacific Transcription uses **client account details** for the purpose of providing you with transcription services. For example, we use this information to provide you with a unique username and client account through which we provide our services, and for contacting you in relation to invoicing, confirming your transcription requirements, or advising you when a transcription task is complete.

Pacific Transcription uses **customer enquiry records** for the purposes of recording your instructions and transcription requirements, in order to provide you with accurate and efficient transcription services and continuity in our customer service and client support.



In terms of **marketing and promotional updates**, you have the option to add the email address attached to your client account to our promotional email list. We will only send you promotional emails if you opt-in to this upon creating your account, or in the 'Edit Profile' tab within your Client Account. You may unsubscribe at any time in the 'Edit Profile' tab of your Client Account.

3.2. Your Audio and Transcript Files

We process your audio files for the exclusive purpose of providing you with transcription services. Pacific Transcription does **not** collate or analyse the information recorded in client audio files or the resulting transcripts.

3.3. Disclosure of Your Personal Information and Sub-Contractors

Pacific Transcription retains a worldwide network of experienced and highly-skilled typists, all of whom are subject to the same quality expectations, confidentiality obligations and contractual arrangements.

We may disclose your personal information to subcontracted typists where necessary in connection with the provision of our products or services, and only when the subcontractor is subject to a confidentiality agreement. In the course of providing you with transcription services, information may therefore be passed to other jurisdictions including New Zealand, the United Kingdom, South Africa, France, the United States of America, Spain, the Philippines, India and others.

By using our transcription services, you consent to the disclosure of your audio files and transcripts to our network of typist service providers. Clients are advised to notify Pacific Transcription prior to the commencement of transcription if work must be performed exclusively in one or more specific jurisdiction(s).

We may also disclose your personal information if required or authorised by law, or where you specifically consent to the disclosure.

4. File Retention Period and Purging

Completed transcripts are stored in client accounts for approximately one month after return. After this point, your audio and transcript files are purged from our readily accessible systems and your client account.



Archived copies of audio and transcripts are maintained for a period of time for quality assurance purposes unless otherwise agreed with clients. Files may be retrieved during this time for a small retrieval fee, outlined in the rates brochure.

Clients may request that completed transcripts are retained for a shorter period of time if desired.

5. Accessing or Amending Your Personal Information

You are able to view and amend your **client personal details** in the 'Edit Profile' tab of your personal account.

You may also submit a request to access, amend or delete any of your personal information held by Pacific Transcription (see below – 6. Contact Us).

6. Contact Us

If you have any enquiries or complaints about our data handling practices or have any reasonable requests regarding your data security and confidentiality requirements, please don't hesitate to contact us at enquiries@pacifictranscription.com.au.

We will endeavour to respond to you within one week and guarantee that we will respond within 30 days.