

ACTIVE RECRUITMENT PTY LTD PRIVACY POLICY

The following is Active Recruitment Pty Ltd of Level 5, 55 Phillip Street, Parramatta 2050 Privacy Policy which is responsible for handling your personal information.

The Privacy Act 1988 (Cth) (**Privacy Act**) seeks to protect individuals against interferences with their privacy by regulating the way in which personal information is collected, handled, disclosed, used and stored.

Active Recruitment Pty Ltd understands the importance of, and is committed to, protecting the privacy of an individual's personal information. In handling personal information, Active Recruitment Pty Ltd is committed to complying with the Privacy Act and the 13 Australian Privacy Principles in the Privacy Act.

This statement sets out how Active Recruitment Pty Ltd aims to protect the privacy of your personal information, your rights in relation to your personal information managed by Active Recruitment Pty Ltd and the way Active Recruitment Pty Ltd collects, holds, uses and discloses your personal information. This statement may be updated from time to time. We encourage you to review this statement periodically in order to check for changes

In the event personal information is collected during an application, recruitment or other assessment process and you subsequently become an employee of Active Recruitment Pty Ltd, Active Recruitment Pty Ltd's handling of such personal information may no longer be governed by the Privacy Act. Active Recruitment Pty Ltd will nevertheless treat personal information it holds about its employees as if that information were subject to the Privacy Act.

WHAT IS 'PERSONAL INFORMATION' AND WHAT KINDS OF PERSONAL INFORMATION DOES ACTIVE RECRUITMENT PTY LTD COLLECT?

Personal information is, broadly speaking, information or an opinion about an identified, or reasonably identifiable, individual. A reference in this policy to "personal information" specifically refers to the term as defined in the Privacy Act and as interpreted by the courts. During the provision of Active Recruitment Pty Ltd's services, Active Recruitment Pty Ltd may collect your personal information. Generally, the kinds of personal information Active Recruitment Pty Ltd collects may include:

- general contact and identification details (e.g. name, address, email address and phone number);
- information submitted by a candidate or obtained from or about a candidate in connection with an employment application;
- information about a candidate submitted by or obtained from or about a person in connection with an application for a contracting project or assignment;
- information about your education and work history, qualifications and skills;
- opinions of others about your work performance (whether true or not), which will only be collected with your consent and the consent of the individuals providing those opinions;

- information about your work rights and your eligibility to work within Australia which may include details, copies or presentation of the originals of any applicable visa, passport, birth or citizenship certificate, or other relevant documentation;
- sensitive information (e.g. information about your health, medical history or specific condition, criminal record, professional memberships etc), which will only be collected with your consent;
- information about incidents in the workplace;
- any results of relevant tests in which you participate including but not limited to online testing carried out on Active Recruitment Pty Ltd's behalf by Proveitoz, or other provider;
- work quality evaluation assessments;
- any personal information relevant to any training programs you undertake;
- your tax file number and relevant bank and superannuation account information necessary to facilitate the payment of wages and superannuation contributions and to ensure appropriate taxation treatment;
- driver's licence number and relevant information about your driving history or infringements and any other relevant licences and certificates; in the case of employees, any other personal information regarding the employee, his or her terms of employment, and information submitted and obtained in relation to absences from work due to leave, illness or other causes; and Active Recruitment Pty Ltd
- other information relevant in the circumstances.

In some circumstances Active Recruitment Pty Ltd may also hold other personal information provided by you.

HOW YOUR INFORMATION WILL BE COLLECTED

Generally, personal information will be collected from you directly when you complete an application form or submit your resume, either online or in hard copy, attend an interview, or otherwise provide us with personal information in person or via telephone, email, fax, post or other means, whether at Active Recruitment Pty Ltd's request or at your own initiative.

Personal information may also be collected from a source other than you when:

- you submit an application form or your resume through a third-party website;
- we undertake reference checks by inquiring with, or we otherwise receive references or performance feedback (whether negative or positive) from, any of your former or current employers, work colleagues, professional associations or registration bodies (reference checks are only undertaken with your consent);
- we receive results of any medical tests or criminal history checks, (which are only undertaken with your consent);
- we receive results from any competency tests in which you participate;
- we receive results from any other online process or testing including but not limited to assessments, induction courses and background checks carried out by Proveitoz or other provider on Active Recruitment Pty Ltd's behalf;
- we undertake a VEVO Check through which to assess your eligibility to work within Australia;
- we receive any complaint from or about you in the workplace;

- we receive information from your employer for the provision of employee benefits or career assessments for candidates receiving our career transition or training services;
- we receive information about a workplace accident in which you were involved; and
- we receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you were or are involved during, or in connection with, a work placement.

There may be other occasions when Active Recruitment Pty Ltd collects your personal information from other sources such as an information services provider, your employer or ex-employer or a publicly maintained record, including records publicly available through social media. Generally, Active Recruitment Pty Ltd will only collect your personal information from sources other than you if it is unreasonable or impracticable to collect your personal information from you.

If you complete an online registration form on an Active Recruitment Pty Ltd website, the information that you enter on the form will only be collected if you actually submit the form (by post), in person, or via the internet.

WHY DOES ACTIVE RECRUITMENT PTY LTD NEED YOUR PERSONAL INFORMATION?

Active Recruitment Pty Ltd collects, holds, uses and discloses your personal information where it is reasonably necessary for the purposes of providing you with recruitment, work placement services, career transition and training services. This may include using and disclosing your personal information to facilitate or otherwise in connection with:

- you being offered employment or an engagement with a client of Active Recruitment Pty Ltd;
- your actual or potential work placements with clients of Active Recruitment Pty Ltd;
- undertaking performance appraisals in relation to your former or current work placements with clients of Active Recruitment Pty Ltd;
- any test, assessments or checks (including medical tests and assessments and criminal record checks) that you might be required to undergo for the purposes of assessing your suitability for a potential work placement or task with a client of Active Recruitment Pty Ltd;
- identifying and facilitating your training needs;
- any necessary workplace rehabilitation during, or for the purposes of, a current or future work placement with a client of Active Recruitment Pty Ltd in accordance with applicable legislation;
- the management of any complaint, investigation or inquiry in which you are involved during a work placement with a client of Active Recruitment Pty Ltd;
- any insurance claim or proposal in which Active Recruitment Pty Ltd is involved by virtue of your current or previous work placements with a client of Active Recruitment Pty Ltd;
- you being offered career transition services upon termination of your employment with your current or ex-employer; and/or
- assessing training needs.

Active Recruitment Pty Ltd may also collect, hold, use or disclose your personal information for:

- administrative and business management purposes;
- marketing purposes and to identify and inform you of products and services that may be of interest to you;
- its own internal recruitment processes; and/or
- any other legal requirement.

You are under no obligation to provide your personal information to Active Recruitment Pty Ltd. However, without certain information from you, or where information provided is inaccurate or irrelevant, Active Recruitment Pty Ltd may not be able to provide its services to you or may be limited in its ability to provide its services to you.

DISCLOSURE OF PERSONAL INFORMATION

Active Recruitment Pty Ltd discloses your personal information for the purpose for which Active Recruitment Pty Ltd collects it. That is, generally, Active Recruitment Pty Ltd will only disclose your personal information for a purpose related to the provision of recruitment and work placement services or otherwise as set out in this statement. This may include disclosing your personal information to:

- clients of Active Recruitment Pty Ltd who may be your potential or actual employer or with whom you may be placed on a work placement;
- your referees;
- educational institutions and organisations, for the purpose of recommending and facilitating courses or programs through which you can upgrade your skills and undertake further training;
- Active Recruitment Pty Ltd's insurers;
- a professional association or registration body if relevant to the provision of Active Recruitment Pty Ltd's services or otherwise with your consent;
- a worker's compensation body in accordance with applicable legislation;
- Active Recruitment Pty Ltd's contractors and suppliers including IT contractors and database designers, and other third parties engaged in connection with Active Recruitment Pty Ltd's bulk recruitment exercises or administrative functions (such parties will have access only to the personal information required by them in order to perform their functions, and they will not be permitted to use such information for any other purposes);
- a federally registered Job Services Provider, for the purpose of confirming hours of work and hourly rate of pay;
- Active Recruitment Pty Ltd's professional advisors;
- any other entity, with your consent, or to whom disclosure is required or authorised by law; and/or
- any other third parties engaged to perform administrative or other services. This disclosure is always on a confidential basis or otherwise in accordance with law.

OVERSEAS DISCLOSURES

Before disclosing any personal information to an overseas recipient, Active Recruitment Pty Ltd takes steps reasonable in the circumstances to ensure the overseas recipient complies with the Australian Privacy Principles or is bound by a substantially similar privacy scheme which allows you a personal right of enforcement, unless you consent to the overseas disclosure or it is otherwise required or permitted by law.

WEBSITE

Personal Information may be collected via our website. In this regard, the following policies specifically apply:

- our website may use cookies in order to enable you to move around the website and use its features, to collect information about how visitors use the website and to allow the website to remember choices you make so that it can provide enhanced features for your benefit. The use of cookies does not involve the collection of personal information but if you nevertheless have concerns, you can disable the functionality;
- all personal information collected via the website (for example, as a result of submission of an online registration form) will be handled in a manner which complies with this privacy policy.

DIRECT MARKETING

Active Recruitment Pty Ltd may use and disclose your personal information other than any sensitive information in order to inform you of products, services, opportunities and special events that may be of interest to you. In the event you do not wish to receive such communications, you can opt-out by contacting Active Recruitment Pty Ltd via the contact details set out below or through any opt-out mechanism contained in a marketing communication to you.

SECURITY OF YOUR PERSONAL INFORMATION

Active Recruitment Pty Ltd takes all reasonable steps to ensure personal information it holds is protected against misuse, interference and loss and from unauthorised access, modification or disclosure. Active Recruitment Pty Ltd holds personal information in both hard copy and electronic forms in secure databases on secure premises, accessible only by authorised staff.

Active Recruitment Pty Ltd will destroy or de-identify personal information in circumstances where it is no longer required, unless Active Recruitment Pty Ltd is otherwise required or authorised by law to retain the information.

YOU CAN GAIN ACCESS TO, AND SEEK CORRECTION OF, YOUR PERSONAL INFORMATION HELD BY ACTIVE RECRUITMENT PTY LTD

Active Recruitment Pty Ltd takes steps reasonable in the circumstances to ensure personal information it holds is accurate, up -to-date, complete, relevant and not misleading. Under the Privacy Act, you have a right to access and seek correction of your personal information that is collected and held by Active Recruitment Pty Ltd. If at any time you would like to access or correct the personal information that Active Recruitment Pty Ltd holds about you, or you would like more information on Active Recruitment Pty Ltd's approach to privacy, please contact Active Recruitment Pty Ltd via the contact details set out below. Active Recruitment Pty Ltd will grant access to the extent required or authorised by the Privacy Act or other law and take steps reasonable in the circumstances to correct personal information where necessary and appropriate.

To obtain access to your personal information:

- you will have to provide proof of identity. This is necessary to ensure that personal information is provided only to the correct individuals and that the privacy of others is protected;
- Active Recruitment Pty Ltd requests that you be reasonably specific about the information you require; and
- Active Recruitment Pty Ltd may charge you a reasonable administration fee, which reflects the cost to Active Recruitment Pty Ltd for providing access in accordance with your request.

Active Recruitment Pty Ltd will endeavour to respond to your request to access or correct your personal information within 30 days from your request.

If Active Recruitment Pty Ltd refuses your request to access or correct your personal information, Active Recruitment Pty Ltd will provide you with written reasons for the refusal and details of complaint mechanisms. Active Recruitment Pty Ltd will also take steps reasonable in the circumstance to incorporate a notation to the effect that you consider the information to be inaccurate, out of date, incomplete, irrelevant or misleading as the case may be.

PRIVACY COMPLAINTS

Please direct all privacy complaints to Active Recruitment Pty Ltd.'s Business Manager via the contact details below. At all times, privacy complaints:

- will be treated seriously;
- will be dealt with promptly;
- will be dealt with in a confidential manner; and
- will not affect your existing obligations or affect the commercial arrangements between you and Active Recruitment Pty Ltd.

Active Recruitment Pty Ltd.'s Business Manager will commence an investigation into your complaint. You will be informed of the outcome of your complaint following completion of the investigation. In the event you are dissatisfied with the outcome of

your complaint, you may refer the complaint to the Office of the Australian Information Commissioner.

HOW TO CONTACT US

For further information or enquiries regarding personal information that Active Recruitment Pty Ltd holds about you, or if you would like to opt out of receiving any promotional communications, please write to:

Active Recruitment Pty Ltd
Business Manager
Suite 504, Level 5
55 Phillip Street, Parramatta NSW 2150
or email to: tamara@activerecruitment.com.au