

CV Services is committed to complying with the Privacy Act 1988 (Cth) (the Privacy Act) which sets out 13 Australian Privacy Principles that regulates how CV Services collects, stores, provides access to, uses and discloses personal information. This policy outlines the process for dealing with personal information in accordance with the Privacy Act.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>.

What is Personal Information and why do we collect it?

Personal Information is information or an opinion about an identified or reasonably identifiable individual.

CV Services takes its obligations under the Privacy Act seriously when handling all personal information, including information about employees.

Personal information may be collected during your employment, including during the recruitment process.

Personal information can include details relating to your:

- a) Recruitment, performance, discipline, resignation or termination;
- b) Terms and conditions of employment;
- c) Personal contact details;
- d) Hours of work or remuneration;
- e) Membership of a professional or trade association or trade union;
- f) Leave entitlement; and
- g) Banking, taxation or superannuation details.

We may also access or collect any computer, internet, phone, or other records or information that has been created or accessed during the course of your employment using company equipment or resources.

We may also collect information relating to your health or personal circumstances, where this is disclosed and relevant to your role, such as where a nominated treating doctor has disclosed restrictions on an employee's ability to perform certain tasks for their safety.

Management of records

The primary purpose for collecting this information is to maintain your employee records and adequately manage your employment circumstances, salary and superannuation details and the effective execution of your duties.

We will only retain your personal information for as long as it is required for this reason, or where we are otherwise required to retain this information by law.

CV will take all reasonable steps to ensure that any personal information collected is stored in a secure manner, regardless of whether it is collected or stored in electronic or paper format. We will ensure that such information is protected from unauthorized disclosure and will only share such information for purposes related to the management of your employment circumstances, or where legally required to do so.

You may request in writing access to, including correction where applicable, to any records regarding your employment, subject to certain exceptions such as that it would unreasonably impact on the privacy of others, or breach CV's legislative obligations.

Employee Obligations

Employees must also take their obligations under the Privacy Act seriously.

You must ensure that you handle any employee or client personal information in accordance with the Privacy Act and do not disclose it unlawfully. This includes ensuring that any personal information you encounter during your employment is kept private and used only for a proper purpose.

Breaches of this policy are taken seriously and disciplinary action, including but not limited to termination, may be taken for such breaches.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- a) For the primary purpose for which it was obtained;
- b) For a secondary purpose that is directly related to the primary purpose;
- c) With your consent; or where required or authorised by law.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- a) For the primary purpose for which it was obtained;
- b) For a secondary purpose that is directly related to the primary purpose;
- c) With your consent; or where required or authorised by law.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records.

Policy Updates

This Policy may change from time to time and is available on the UKG "My Company" dashboard and Sparky.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy, please contact the People and Culture Team.