



## PRIVACY POLICY

### YOUR PRIVACY IS IMPORTANT TO US

We will ensure that your privacy and any information provided is protected.

This Privacy Policy is for anyone who provides personal information to any entity within our business Budget Workforce (see clause for details of who is in the Budget Workforce).

If any changes or additions are made to how we handle your information, you will be notified. When you receive this further information, please consider it carefully. Please also make familiarise yourself with the policies page on our website as we will update this Privacy Policy from time to time.

### INFORMATION WE COLLECT

#### The Information we collect from you

We collect information about you and the interactions you have with us. This includes when you request or use our services, seek employment with or through us, and when you communicate with us on the phone, email, through our websites, apps and other mobile applications.

Depending on the nature of the services we provide and the type of relationship we have with you, we may collect information about your identity and contact details, your gender, your nationality and right to work in Australia, information relating to equal opportunity, your health and fitness, employment history, qualifications and related information.

If you use our website information about your location and activities may also be collected. Such information includes IP addresses, telephone numbers and whether you accessed third party sites. It also includes information on the volume of site visits, date and time of visits, the origin of visits, pages viewed, and the length of time spent on our site. Some of this information is collected through the use of cookies (see clause below for more information on cookies).

#### Information we collect from others

From time to time, we may collect information about you from others. Such information might come from service providers, agents, advisers, brokers, employers and former employers or family members. For example, we may collect information about you that is publicly available from public registers, social media or made available by third parties.

We may also obtain information from your emergency contact in the event of an emergency.

#### Sensitive information

In addition to this Privacy Policy, the Privacy Act 1988 protects your sensitive information. Sensitive information includes health information. For example:



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- Information regarding pre-existing health and medical conditions and injuries.
- Information relating to equal opportunity.

Information relating to professional memberships.

If we need to obtain this type of information, we will collect it from you directly or if we wish to collect it elsewhere, we will ask for your consent, except where otherwise permitted by law.

### HOW DO WE USE YOUR INFORMATION?

We collect, use and disclose your information for a number of reasons, including:

- Establishing your identity.
- Assessing whether you have the right to work in Australia if you wish to work for us.
- Assessing whether you are suitable for any employment opportunities based on qualifications, experience, physical and mental health, among other things.
- Updating and maintaining accurate records with respect to your current availability for work.
- Complying with any legal obligations and assisting government and law enforcement agencies or regulators.
- Administering our services and our role as an employer, including in relation to workers compensation claims.
- Managing our relationship with you.
- Managing risks and identifying and investigating any illegal activity.
- Conducting and improving our business.
- Informing you about other products or services that we think may be of interest to you.

We may also collect, use and exchange your information in other ways where it is permitted.

### HOW WE KEEP YOUR INFORMATION SECURE

We generally keep our records which contain your information on our premises and systems. Otherwise, we may keep them offsite using trusted third parties.

We use a specially designed, secure database for storing your information. We also train and remind our employees of their obligations about your information.

We generally only keep information for as long as required. For example, to be able to provide.

In the event that any personal information has been lost or subjected to unauthorised access, use, modification, disclosure or other misuse (Data Breach), Budget Workforce Group will take all necessary steps to immediately contain and rectify the Data Breach and prevent the Data Breach from future reoccurrence. Where the Data Breach is deemed eligible and likely to result in serious harm, Budget Workforce Group will take reasonable steps to notify you and provide you with relevant information in relation to the Data Breach.

### WHAT IF YOU WANT TO ACCESS, UPDATE OR CORRECT YOUR INFORMATION?

#### Accessing your information



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If you would like to access to your basic information (for example, details about where you have worked and your pay details), you can do this by contacting us by calling us. Our staff will then refer your request to the relevant person in our business who can assist you.

### **If you ask for access to your information, how long will it take to be given access?**

We will make your information available as soon as possible but will try to do so within 14 days of your request. Before we give you the information, you may be required to establish your identity first.

### **Can we refuse your request for access?**

In some circumstances, we may deny your request to access your information, or otherwise limit the access we provide. We will only do this where we are legally permitted to so. In such case, we will explain our decision to you.

### **Updating your basic information**

Given the type of services we provide, it is important that we have your correct details, such as your current address and telephone number. You can check or update your information at any one of our Business Centres or by phoning us. You may also be able to do this online or through our website where our relevant Budget Workforce Group member provides those facilities.

### **Can you correct your information?**

If you believe we hold inaccurate information about you or have provided to others, you can ask us to correct the information by calling us. If the information we correct has been provided by us to others, you can ask us to notify them of the correction. We will correct your information as soon as possible but will try to do so within 14 days.

### **What if we disagree about whether your information should be correct?**

If we disagree with you about whether your information should be corrected, we will let you know our reasons. If this occurs, you can ask us to include a statement with the relevant information, indicating your view that the information is for example, inaccurate, misleading, incomplete, and irrelevant or out-of- date, whatever might be the case. We will take reasonable steps to comply with such a request.

## **MAKING A PRIVACY COMPLAINT**

### **How can you make a complaint?**

If you have a concern about your privacy, you have a right to make a complaint. If you make a complaint, we will do everything we can to put matters right.

**Signed:**



**BUDGET**  
**WORKFORCE**

MATCHING THE RIGHT PEOPLE TO YOU

## PRIVACY POLICY

A handwritten signature in black ink, reading "Harjinder Singh". The signature is written in a cursive style and is underlined with a single horizontal line.

**Harjinder Singh**  
**Managing Director**  
**Budget Workforce Pty Ltd**  
**Date: 1<sup>st</sup> February 2021**