<<ClientLogoSmall>>

Privacy Policy

1. Introduction
	1. Title

This is the <<ClientName>> **(Company)** policy on how we collect, use, disclose and store personal information of our Workers (**Privacy Policy**).

* 1. Application

This Privacy Policy applies to the collection and use of personal information about all of the Company's workers (which includes employees, contractors, sub-contractors, labour hire employees, apprentices, trainees or volunteers) (**Workers**).

* 1. Status of Privacy Policy

The policies and procedures in this Privacy Policy are not a term of any contract, including any contract of employment and do not impose any contractual duties, implied or otherwise, on the Company. The policies and procedures contained in this Privacy Policy may be varied from time to time by the Company in its sole discretion.

1. What personal information do we collect?

The type of personal information the Company may collect about you may include (but is not limited to):

* + 1. name, date of birth, citizenship, gender, driver's licence number and other identification;
		2. any information contained on your CV (such as employment history, education and qualifications);
		3. the results of police checks and background checks;
		4. recruitment, engagement, termination or training records;
		5. information about terms and conditions of employment;
		6. personal and emergency contact details;
		7. performance, conduct or disciplinary records, including performance reviews;
		8. information about hours of employment;
		9. remuneration and bonus details;
		10. information about membership of a professional or trade association;
		11. information about trade union membership;
		12. annual, long service, sick, personal, parental and other leave records;
		13. taxation, banking and superannuation information;
		14. work health and safety records;
		15. health information related to your employment (such as a medical condition or an assessment of your fitness for duty); and
		16. any other information provided by you.

The personal information that the Company collects in relation to its employees, contractors and other workers is necessary for the proper and effective management of those employment relationships with the Company. If you do not provide complete and accurate personal information as and when required by the Company, there may be potentially serious consequences for you and, depending on the circumstances, your future employment relationship with the Company.

1. How do we collect personal information?

We will generally collect your personal information:

* + 1. directly from you when you provide your details to us (including in forms, face to face meetings, interviews, registration and attendance at seminars, business cards and telephone conversations);
		2. indirectly through the conduct of the business of the Company and your employment, including through emails and through use of services and facilities available through our websites;
		3. from clients when we receive their feedback on your performance;
		4. from others, including a safety regulator, if we receive information about a workplace incident or accident in which you are involved; and
		5. from others, if we receive information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved.
1. How do we use and disclose your personal information?

The Company collects, uses and discloses your personal information to operate the Company's business and administer your employment or working relationship with the Company. This includes:

* + 1. our administration and management of your employment (including performance management and to verify compliance with the Company's policies and procedures);
		2. our business planning and forecasting;
		3. our management of any complaint, investigation, inquiry or insurance claim in which you are involved; and
		4. our compliance with our legal obligations.

The Company may disclose your personal information to:

* + 1. to a related body corporate;
		2. external service suppliers who supply administrative, personnel, financial, medical, legal, industrial or other services to the Company, such as:
			1. payroll administrators;
			2. IT service providers;
			3. recruitment and personnel agencies;
			4. medical practitioners;
			5. legal advisors;
			6. training providers;
			7. organisations who distribute information on behalf of the Company;
		3. superannuation trustees or administrators;
		4. external parties reference checking previous employees, contractors or workers;
		5. our insurers;
		6. a workers compensation body;
		7. courts, tribunals and regulatory authorities as agreed or as authorised by law; and
		8. anyone you authorise.

The recipients to whom the Company discloses your personal information may be located overseas.

1. How do we hold and secure your personal information?

The Company will take all reasonable precautions to protect your personal information from loss, misuse and interference, and unauthorised access, modification or disclosure.

The Company stores your personal information in a combination of secure computer storage facilities and paper based files and other records. The Company may store your personal information with a third party storage provider.

1. How can you access and correct your personal information?

If you would like to request to access or correct your personal information, please contact <<PrivacyAuthority>>. We may need you to complete an application form verifying your identity and specifying what information you require or wish to correct. In some circumstances, where permitted by law, your request for access or correction may be refused.

Whilst making a request to access your personal information is without charge, you may be charged a fee that will reflect our reasonable administrative, postage and handling costs of responding to the request. If the information sought is extensive, we will advise the likely cost in advance and can help to refine your request if required. We will not charge you to correct your personal information.

1. How can you make a privacy complaint?

If you believe the Company has breached your privacy, you can make a complaint to <<PrivacyAuthority>>. We will ask you to put your complaint in writing.

The Company will consider your complaint and provide you with its response.

1. Contact person

If you want to make a general enquiry, change your personal information, obtain access to your personal information, or make a privacy complaint, please contact <<PrivacyAuthority>>.