

Privacy Policy ADVIZA PTY LTD (“Adviza”)

Adviza is bound by the Australian Privacy Principles (**APPs**) contained in the *Privacy Act 1988* (Cth). This Privacy Policy details how **Adviza** generally collects, holds, uses and discloses personal information. What your rights are in relation to what happens to the personal information that it holds about you. It contains information about how you may access and correct the personal information that **Adviza** holds about you. It also holds information about how you may complain about a breach of the **APPs** and how **Adviza** will deal with such a complaint.

Collection of Personal Information

The personal information **Adviza** may collect about you will depend on the circumstances of collection, including whether we collect the information from you as a client, supplier, contractor or job applicant or in some other capacity. The type of personal information which **Adviza** collects about a person depends on the nature of the persons dealings with **Adviza**. We only collect personal information that is necessary to deliver our services, including recruiting, consulting or training, or that is required for administration, invoicing and networking.

If our services deal with you as a client, **Adviza** typically collects the following personal information about you: ABN number, first and last name, street address, telephone number, email address, working visa, opinions and other information that could be used to provide you our recruitment or consulting services. **Adviza** also accumulates personal information provided in resumes such as education, employment qualifications, competencies and nominated referees. In most cases, the personal information about you is collected directly from you, such as by telephone conversations, by letter and/or via electronic means, or when you complete application forms, transacts with **Adviza** or requests further information about our services through our website. Information is also collected from other parties, e.g., government agencies, publicly available records, service providers, parties to whom you refer **Adviza** to or from whom you authorises collection, on-line searches and social media.

ADVIZA:

- may collect and hold the following kinds of personal information about contractors, service providers and suppliers: ABN, name, job title, business contact details of company representatives with whom **Adviza** will deal, financial information, banking details; and
- in the context of its recruitment process for its own employees and contractors, may collect and hold the following kinds of personal information: ABN, name, email address, telephone number, address, financial details (including banking details), date of birth, history with **Adviza** (including communications between **Adviza** and you), citizenship, employment references, civil, credit and criminal records, driver's licence information, education, employment history, marital status, membership of a professional or trade association, and health information.

Adviza will not request sensitive personal information in a public place where other people can overhear. Where personal information is sensitive information, **Adviza** will only collect that information where:

- It is reasonably necessary for one or more of **Adviza's** functions or activities; and
- You must consent to the collection of the information; or
- **Adviza** is required or authorised by law to collect the sensitive information

If **Adviza** receives personal information that it did not solicit from an individual and if **Adviza** determines that it could not have lawfully collected that information as part of its functions or activities, then **Adviza** will (if it is lawful and reasonable), notify you and if deemed necessary destroy the information or ensure that it is de-identified.

Using and Disclosing Personal Information

Adviza recognises the trust that individuals must place in **Adviza** staff when they give us personal information. **Adviza** collects, holds, uses and discloses an individual's personal information for the purposes of providing services to you the individual. **Adviza** may also use and disclose the personal information for related purposes and other purposes, including to maintain, manage and develop our relationship with you, to comply with our legal and regulatory obligations, to contract out some of our functions to external service providers and suppliers (such as mailing houses and printing companies, IT, advertising and marketing), to assess and consider applications from prospective job applicants, contractors and service providers and such purposes for which **Adviza** may obtain consent from time to time. In order to deliver a service, you have requested, we may sometimes share your personal information with an affiliate (including a selected training company), and potential employers. We may also disclose your personal information to other third parties and for other purposes with your consent. That consent may be written, verbal or implied from your conduct. In some circumstances, personal information may be disclosed to third parties in other jurisdictions including overseas such as but not limited to Singapore.

We may use or disclose your personal information to market our services or third-party services to you. If you do not want to receive further direct marketing or be contacted for marketing purposes by phone, email, letter or in person, please let us know by contacting us at (02) 8014 4242. **ADVIZA** has an effective system in place to record these requests and will action these as appropriate.

If you do not provide the personal information we request or consent to the collection and use of your personal information for the purposes outlined in this document, **ADVIZA** may not be able to do any of the things set out above.

ADVIZA reserves the right to disclose your personal information to a responsible person, a close relative or others with a close relationship to you where it is necessary to lessen or prevent a serious or imminent threat to your life, health or safety. Sometimes **Adviza** will collect information from a publicly available source if it is unreasonable or impractical to collection the information directly from you (for example, checking your work history).

Accurate, Complete and Up to Date

While keeping in mind why the information is being collected, **Adviza** takes reasonable steps to make sure that the information is accurate, complete and up-to-date at the time of collection and when used or disclosed.

Data Security

Adviza endeavours to take all reasonable steps to protect personal information that it holds from unauthorised access, modification, misuse, interference and loss. **Adviza** maintains physical security measures over its physical premises, and a range of computer and network security measures (such as systems access, firewalls and data encryption) over its electronic systems. When electronic information is no longer required it is permanently destroyed in time unless required for legal purposes. When physical information is no longer required it will in time be placed in a locked confidential security bin and destroyed or shredded unless required by law. In addition, our employees and data processors are obliged to respect the confidentiality of any personal information held by us.

Adviza's Procedures

- The need to limit access to information to those people who need the information to carry out their duties.
- The secure storage of all files after use to reduce the risk of unauthorised access to personal information.

Adviza will not be held responsible for events arising from unauthorised access to your personal information.

Availability of Information Handling Practices

Adviza has prepared and made available its Privacy Policy on request, or on its website at: www.adviza.com.au

Access and Correction

Personal information that is collected is available for access and correction at any time. Subject to any exceptions in the Privacy Act, you have a right to have access to the information that we hold on you in our records.

You can also request an amendment to your record should you believe that it contains inaccurate information. We will allow access or make the requested changes unless there is a reason under the *Privacy Act 1988* (Cth) or other relevant law to refuse such access or refuse to make the requested changes. If we do not agree to change your record/personal information in accordance with your request, we will permit you to make a statement of the requested changes and we will enclose this with your record. Should you wish to obtain access to or request changes to your record you can ask us in writing to give you

more detailed information about our access and correction procedure. Please note we may recover reasonable costs associated with supplying this information to you.

Adviza may deny access to some information if providing access would have an unreasonable impact upon the privacy of other persons. Additionally, individuals should not have access to employee records.

Before access to personal information is granted to you must have proof of identity. You will be required to provide personal details that can be used to identify you.

Complaints

- (a) you may have questions or comments about this Privacy Policy;
- (b) you are not provided you with access to your personal information; or
- (c) you have a complaint about our information handling practices,

you can lodge a complaint with us directly by email at info@adviza.com.au or calling (02) 8014 4242 in Australia. **Adviza** will respond to complaints within a reasonable period of time. If you disagree with **Adviza's** decision, you may refer the complaint to the Office of the Australian Information Commissioner by visiting www.oaic.gov.au, calling 1300 363 992 or by emailing enquiries@oaic.gov.au.

Trans border Data Flow

Adviza will only transfer personal information outside Australia with the **consent** of the individual and it if reasonably believes the information will be granted a similar level of protection under the *Privacy Act 1988* (Cth).