

## Privacy Policy Summary

As a provider of recruitment, training, financial services, career management and human resource services, WorkPac collects, maintains, utilises and discloses personal information which is covered by the *Privacy Act 1988* and associated regulations.

Our ability to provide the services we offer, including identifying suitable employment opportunities for individuals and finding suitable workers for businesses, is dependent on us collecting and using personal information.

We understand that people are concerned about the confidentiality and security of their personal information and because of that WorkPac is committed to protecting the privacy of your information.

We abide by the *Australian Privacy Principles* set out in Schedule 1 to the *Privacy Act 1988*. We also use specially designed data management tools and processes to ensure the security of your personal information.

For more information on how we collect, store, use and disclose information, please read our Privacy Policy. You can access our Privacy Policy on our 'our policies' page at [workpac.com/our-policies](http://workpac.com/our-policies). Alternatively, please ask one of our team members for a copy.

To summarise some of the key points about how we collect and handle your information, without in any way limited the terms of our Privacy Policy:

- Prior to collecting personal information from you and your nominated referees, we will advise you of the information to be collected, its purpose, and obtain your consent;
- All your information will be stored securely, primarily on an electronic database which is only accessible by authorised WorkPac's personnel, advisers and service providers;
- In the event that any personal information has been lost or subjected to unauthorised access, use, modification, disclosure or other misuse (data breach), necessary steps will be taken to immediately contain, rectify, prevent and notify you;
- We will not use or disclose personal information collected by us for any purpose other than the purpose for which it is collected except where you have consented to such disclosure or we are required or authorised under law; and
- You are able to request access to your personal information and to correct it if you believe it is inaccurate.

Signed:



**HAMISH GRIFFIN**  
**Chief Executive Officer**

WorkPac  
4<sup>th</sup> September 2023