

# PRIVACY POLICY



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W O R K F O R C E  
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# OVERVIEW

Workforce Positive is committed to protecting the privacy of your personal information and/or sensitive information as defined under the Privacy Act 1988 ("Your Information"). This policy sets out the way we handle Your Information including the collection, use, disclosure and storage of Your Information, as well as your right to access Your Information. All information has been collected by Workforce Positive in accordance with the Australian Privacy Principles and will only be disclosed in accordance with these Principles.

## YOUR INFORMATION

We only collect Your Information when it is reasonably necessary for our functions and activities in providing Human Resources associated services. We may collect information about you in a number of circumstances and the information we collect will depend on the services we are providing to you.

In order to provide you Human Resources associated services, we may need to collect Your Information such as name, postal address, email address, telephone number, information regarding your job/business, work and education history, qualifications, career details or other information generally contained in a resume, in some circumstances, with your permission. It may include health information and details of any criminal history you may have.

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# COLLECTION

Where practicable Workforce Positive will endeavour to collect Your Information directly from you. To provide you with associated services we may also collect Your Information from other third parties. Your Information collected may include details such as:

- Your name
- Your contact details
- Your qualifications
- Your previous employment history
- Relevant information to assess your work capacity Workforce Positive will only collect

Your Information by lawful and fair means.

## USE & DISCLOSURE

We will use our best efforts to ensure Your Information remains private and is used only for the purposes you agree to. Workforce Positive will not reveal, disclose, sell, distribute, rent, licence, share or pass Your Information to a third party, other than those that we have a binding agreement or Legal responsibility with ensuring that the third party affords Your Information similar levels of protection as we do. Workforce Positive does not disclose Your Information to unrelated third parties for the purposes of direct marketing unrelated products or services.

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# DATA SECURITY

Workforce Positive are committed to protecting the privacy of Your Information. We take reasonable steps to protect Your Information from misuse, loss, interference and from unauthorised access, modification or disclosure. We ensure this by having security measures such as

- Individual password access to online systems and databases.

## STORING & TRANSFERRING INFORMATION ABOUT YOU ABROAD

Your Information may be housed in an offshore data management system. We will endeavour to ensure a level of data protection at least as protective as that required in Australia and where possible we have contracted with our cloud storage providers to uphold these standards.

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# SENSITIVE INFORMATION

Workforce Positive will not collect sensitive information revealing your racial or ethnical origin, political opinions, religious or philosophical beliefs, trade-union membership or details of health, disability or sexual activity or orientation unless:

- Your consent has been obtained and the information is reasonably necessary to provide you with related services; or
- The collection is required or authorised by law; or
- Workforce Positive has reason to suspect that unlawful activity, or misconduct of a serious nature, relating to our functions/activities has been, or is being engaged in and we believe this collection is necessary for us to take action in relation to this matter; or
- Any other exceptions provided in the Privacy Act 1988.

## RESOLVING PRIVACY CONCERNS

You are able to raise any concerns you may have regarding Your Information handling practices by detailing your concerns with Kearin Lowry, Director Workforce Positive [kearin@workforcepositive.com](mailto:kearin@workforcepositive.com)

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