



PRIVACY POLICY

WORKCO Limited's privacy commitment

WORKCO Limited is committed to protecting the privacy of the information given to us by our clients. This document explains how WORKCO Limited collects, uses and discloses your personal information for our recruitment, flexible staffing and training businesses.

What we do

WORKCO Limited is a quality provider of employment and training services. We use highly skilled consultants to provide employment and training services which respond to the needs of both employers and applicants by helping to place the right person in the right position. WORKCO Limited supplies temporary, on-hired and hosted placement services to a wide range of businesses in many industries.

WORKCO Limited also provides career development, assessment and certification, outsourcing and administrative services.

Your personal information

Personal information which may be gathered by WORKCO Limited includes name, date of birth, contact details, qualifications, work history, skills, resume, salary/benefit information, driver's licence number and information about your hobbies and interests.

WORKCO Limited may also collect sensitive information (for example, health information), with your consent. If you choose not to provide WORKCO Limited with particular information, we may not be best placed to provide the service you have requested.

How we collect personal information

WORKCO Limited collects personal information in a variety of ways which may include:

- ◆ Directly from you when you provide information by telephone or in documents such as an application form or resume
- ◆ By contacting your nominated referees
- ◆ From clients to whom services are supplied as part of our contracting businesses
- ◆ By searching publicly available information (for example, the internet)

How we use your personal information

The personal information that WORKCO Limited collects from you will be used in our recruitment and contracting services (for example, matching applicants to employer needs)

Personal information disclosed to a third party

WORKCO Limited will only disclose personal information about you for the purposes of recruitment or training (for example, recruiting you to specific positions or on-hired services) We may also disclose your personal information to the following parties:

- ◆ Consultants and representatives in all WORKCO Limited's recruitment and training services
- ◆ You and your referees in making enquiries
- ◆ Your financial institution and others relating to your remuneration and benefits
- ◆ Government bodies and others as required/authorised by law

You can access your personal information

You have the right to access your personal information, subject to some exceptions allowed by law. For security reasons, all requests must be made in writing and a charge may apply.

How to contact us

If you would like to obtain a copy of our Privacy Policy or you have any questions in relation to privacy, please contact us. You can do this by writing to our Privacy Officer at:

Privacy Officer, WORKCO Limited, PO Box 930, Horsham 3402 or download information from our website at www.workco.com.au.