

Specialised Force - Human Resources Privacy Policy

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About This Policy

Version 1.0, January 2016

The manner in which Specialised Force handles the personal information of its employees and prospective employees is set out in this Specialised Force, Human Resources Privacy Policy. Our main privacy policy <https://www.specialisedforce.com.au/downloads/terms/Privacy-Policy.pdf>, details how Specialised Force handles personal information in wider circumstances.

If at any time our information handling practices change, we will update this policy and publish the updates on our website.

Human Resources Personal Information Handling Practices

Specialised Force recognises the importance of protecting your privacy and our responsibilities to you as a current or prospective employee. We understand that you are concerned about the security of your personal information and we are committed to protecting all personal information that we hold.

In accordance with the Australian Privacy Principles (APPs) as set out in the Privacy Act 1988 (Cth), this Human Resources Privacy Policy outlines how Specialised Force manages and protects the personal information of its employees and prospective employees as well as the controls that these individuals have over our use of their personal information.

Much of the human resource personal information held by Specialised Force is collected and used with the purpose of improving employee satisfaction, identifying suitable candidates for new roles and meeting its employer legal obligations.

Collection of your personal information

At all times we try to only collect the information we need for the particular function or activity we are carrying out. The information that we collect which may be considered private or personal, is necessary for Specialised Force to carry on business and meet and exceed its employer obligations.

The kinds of personal information that Specialised Force collects and holds in its human resources file include:

- Applications for employment and supporting documents;
- Employment contracts and other documents and records which relate to terms and conditions of employment;
- Employee, referee and emergency contact details; ○ Interview notes;
- Details of financial and other personal interests supplied by employees and their family members in order to manage perceived or potential conflicts of interest;
- Records relating to salary, employment benefits and leave; ○ Proof of Australian Citizenship; ○ Certified copies of academic qualifications; ○ Banking information needed to pay salary and wages; ○ Superannuation contributions;
- Information about an employee's performance and outcome of any employment reviews or discussions;
- Information relating to an employee's training and development; ○ Taxation details;
- Medical certificates or health related information;
- Time and wage records; ○ Contact details;
- General employment details such as employment status, role held, Australian Business Number, and commencement date;

How we collect and hold your personal information

In the main, Specialised Force collects personal information directly from applicants and employees and will also collect personal information from an employee's supervisor, other employees or parties such as recruitment agencies and personnel providers.

Instances also occur whereby Specialised Force will collect personal information about applicants and employees from third parties such as previous employers, when it is considered necessary for the role selection process.

It may also be necessary for Specialised Force to investigate suspected unlawful activity or misconduct of a serious nature within the company. If this occurs, Specialised Force may collect relevant personal information about you, without obtaining your consent.

Purpose and use of information collected and disclosure of personal information to others

All personal information contained in the human resource records are used and collected and disclosed by Specialised Force for the purpose of enabling us to improve employee satisfaction,

properly manage our business affairs, to employ suitable staff and comply with our employer obligations.

The purpose of keeping records of candidates who apply for employment with Specialised Force is to enable us to assess candidate role suitability. Our Human Resources team are the only people who may use the personal information held on human resource files.

Quality of Personal Information

Where practicable, the quality of personal information held by us is reviewed before we disclose or use that information. As a further quality assurance measure, we also regularly update our human resources files when we are advised that the personal information has changed.

Storage and security of personal information

Specialised Force is committed to ensuring that all of your personal information is kept confidential and stored securely. Specialised Force has put in place stringent security measures with the aim of keeping your personal information and protecting it from misuse, interference, loss, unauthorised access, modification or disclosure.

All personal information held by us is filed securely and all personal information held electronically, is kept on secure servers in a controlled facility.

When human resource personal information is no longer needed or its content is outdated, it is deidentified or destroyed in a secure manner. Application files are stored for 7 years and then destroyed in a secure manner.

Accessing and correcting your personal information or making a complaint

All processes which govern your rights to access your personal information; to seek correction of any personal information held by us; and to complain about how we have handled your personal information are contained in the main privacy policy <https://www.specialisedforce.com.au/downloads/terms/Privacy-Policy.pdf>.

Please refer to the privacy policy <https://www.specialisedforce.com.au/downloads/terms/Privacy-Policy.pdf> for any questions you may have in this regard or contact our Privacy Officer for any further information.

Privacy Officer:

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