

Privacy Policy

1. YOUR PRIVACY IS IMPORTANT TO US

The people in our business, and their trust, are core to our business. It is for that reason that we are committed to protecting your privacy and any information you provide to us.

This policy solely applies to WES.jobs databases and files; it does not apply to databases or files controlled by any state, territory, or Commonwealth government. You should get a copy of the appropriate government agency's privacy policy from them.

There may be changes or additions to how we handle your information from time to time. We will disclose any modifications to our Privacy Policy on our website so that you are aware of the information we collect and how we use it. As a result, you should revisit our website for further information.

2. ABOUT WORKPAC GROUP OF COMPANIES

The WorkPac Group of Companies consists of WorkPac Employment Services Pty Ltd ACN 654 292 181 and any parent company, subsidiaries and any subsidiary of its parent company from time to time including any related entity or associated entity as defined by the Corporations Act 2001 (Cth) and any of our business partners. In this Privacy Policy, we refer to the WES.jobs as "WES.jobs" or "we", "us" or "our".

WES.jobs provides a range of services to both employers and employees including but not limited to recruitment, training and engaging with candidates and clients for identifying employment vacancies and suitable candidates to fill those roles.

3. INFORMATION WE COLLECT

We collect information about you and the interactions you have with us. This includes when you request or use our services, seek employment with or through us, and when you communicate with us on the phone, email, through our websites, apps and other mobile applications.

Depending on the nature of the services we provide and the type of relationship we have with you, we may collect information about your identity and contact details, your gender, your nationality and right to work in Australia, information relating to equal opportunity, your health and fitness, employment history, qualifications and related information.

If you use our website, apps, online services and other mobile applications, information about your location and activities may also be collected. Such information includes IP addresses, telephone numbers and whether you accessed third party sites. It also includes information on the volume of site visits, date and time of visits, the origin of visits, pages viewed, and the length of time spent on our site. Some of this information

is collected through the use of cookies (see clause below for more information on cookies).

Information we collect from others from time to time, we may collect information about you from others. Such information might come from service providers, employers and former employers. For example, we may collect information about you that is publicly available from public registers, social media or made available by third parties. We may also obtain information from your emergency contact in the event of an emergency.

Sensitive information

In addition to this Privacy Policy, the Privacy Act 1988 protects your sensitive information. Sensitive information includes health information. For example:

- Information regarding pre-existing health and medical conditions and injuries;
- Information relating to equal opportunity; and
- Information relating to professional memberships.

If we need to obtain this type of information, we will collect it from you directly or if we wish to collect it elsewhere, we will ask for your consent, except where otherwise permitted by law.

4. HOW DO WE USE YOUR INFORMATION?

WES.jobs will not divulge, disclose, sell, distribute, rent, licence, share, or transmit Your Information to a third party unless we have a written agreement with them assuring that Your Information is protected to the same standards as ours.

Furthermore, we may use and disclose Your Information to provide you with employment and related services that are specific to you at the time of collection or for another purpose if:

- You would reasonably expect us to disclose it for that purpose;
- That purpose is directly related to the purpose specified to you at the time of collection;
- Wes.jobs reasonably believes the use is necessary to lessen or prevent a serious threat to an individual's life, health, or safety or to public health and safety;
- The use and disclosure is specifically authorised by law; or
- Any other exceptions provided in the privacy act 1988.

5. WHO DO WE EXCHANGE YOUR INFORMATION WITH?

Third parties

We may exchange your information with third parties where this is permitted by law or for any of the purposes mentioned in clause 4.

We collect, use and disclose your information for a number of reasons. We may need to disclose Your Information to third parties in order to provide you with employment and related services

Third parties include:

- Potential Employers;
- Recruitment Agencies;
- Australian Apprenticeship Support Network Providers;
- The Department of Education, Skills and Employment;
- Services Australia;
- The Department of Home Affairs;
- The Department of Foreign Affairs and Trade;
- Workcover Queensland/ Worksafe Victoria/ SafeWork New South Wales;
- Educational Institutions, such as Registered Training Organizations, Work Experience providers, and Activity Host Organisations;
- Registered Health Professionals; and
- Nominee's and Appointed Guardians.

6. HOW WE KEEP YOUR INFORMATION SECURE

We generally keep our records which contain your information on our premises and systems. Otherwise, we may keep them offsite using trusted third parties.

We use a specially designed, secure database for storing your information. We also train and remind our employees of their obligations with regard to your information.

When we interact with you on the internet through our website, apps, online services and mobile applications, we generally use a variety of tools and systems to protect against unauthorised persons and viruses accessing our systems. This may include encryption processes, firewalls, virus scanning tools and intrusion detection systems. We also limit access to your information by requiring use of passwords.

We generally only keep information for as long as required. For example, to be able to provide ongoing services and opportunities and to meet legal obligations and internal needs.

Reasonable steps are taken to ensure your personal information is protected from misuse, loss, unauthorised access, modification or disclosure.

In the event that any personal information has been lost or subjected to unauthorised access, use, modification, disclosure or other misuse (Data Breach), WES.jobs will take all necessary steps to immediately contain and rectify the Data Breach and prevent the Data Breach from future reoccurrence. Where the Data Breach is deemed eligible and likely to result in serious harm, WES.jobs will take reasonable steps to notify you and provide you with relevant information in relation to the Data Breach.

7. STORING YOUR INFORMATION OVERSEAS

Your Information collected by us and stored as part of Workforce Australia Contract will not be housed in an offshore data management system or transferred outside of Australia.

Other than that mentioned above or if you provide information directly to a third party, your Information may be housed in an offshore data management system. Where we have a relationship with the third party, we will endeavour to ensure a level of data protection at least as protective as that required in Australia.

8. MAKING A PRIVACY COMPLAINT

How can you make a complaint?

If you have a concern about your privacy, you have a right to make a complaint. If you make a complaint, we will do everything we can to put matters right.

To make a complaint, contact our Team on 1800 111 WES or you can email quality@wesjobs.com with details of your complaint.

9. COOKIES

What are they?

Cookies are text files that are downloaded to your computer or mobile device when you visit a website. As you browse, cookies gather information about your use of that website.

The aim of cookies is to enable the site to provide a more tailored experience to the user. Some types of cookies also perform essential functions to enhance the user's experience and the site functionality. There are number of different types of cookies, including session cookies, persistent cookies, first and third party cookies, necessary cookies, functional cookies, social and tracking cookies.

How we use cookies?

We will use a combination of the various types of cookies from time to time. Our use of cookies will depend on what part of our websites and online services you use and what functions you request of those sites and services.

How to delete or block cookies

By checking your browser settings, you can control how cookies are used on your computer or device. In relation to third-party ad servers, or to learn more about not having this information used to target advertisements to you, please visit DoubleClick's website at <http://www.google.com/ads/preferences>.

Please note that some of the cookies we use may be essential to ensuring privacy and protection of data and functionality. If you delete or block certain cookies, your experience on our websites and services may be affected. You may discover that functionality is limited, or some parts of the website do not work at all.

10. OUR CONTACT DETAILS

To contact us, you can find all of our contact details on our website at <https://www.wes.jobs> . Alternatively, you can call us on 1800 111 WES or visit one of our officers.

Signed:



Hamish Griffin
Chief Executive Officer
WorkPac Group of Companies
Date: 1st June 2022