



PRIVACY POLICY

1. Policy

Impact Executive Solutions is committed to providing you with the highest levels of professional service. This includes protecting the privacy of your personal information. In applying for a position through Impact Executive Solutions you are providing Impact Executive Solutions with personal information about yourself, which Impact Executive Solutions will retain and use in order to assess your application.

At Impact Executive Solutions, we recognise that a major concern of applicants regarding our industry sector is that their details are often shared without their knowledge and / or consent. The Director of Impact Executive Solutions gives an unqualified assurance that your details will not be forwarded to a third party without your permission. We will not use your personal information for any purpose which is not related to the service we provide to you or for any purpose for which you would not reasonably expect us to use your personal information.

The following statement explains how we manage your personal information in accordance with privacy legislation and contains the following:

- What is personal information;
- How we collect and use personal information;
- Why we collect personal information;
- How we use and disclose personal information;
- Your right of access to your personal information;
- Your right to inspect and, where necessary, correct the personal information that we hold about you; and
- Your right to have your personal information protected from misuse or unauthorised access.

2. What is Personal Information?

Personal information is information or an opinion that identifies an individual or allows their identity to be readily worked out from the information. Sensitive information is a special category of personal information and includes information about your health, race or ethnic origin, political or religious beliefs, membership of a trade union or association, sexual preferences or criminal record. We will not disclose your sensitive information without your consent unless there is a need to disclose such information in accordance with the Privacy Act 1988 (Cth).

Generally, the type of personal information we collect about you is the information included in your application or resume, for example, your name, mailing address, telephone number, e-mail address, date of birth, career history, remuneration expectations, details of any competency tests, our assessment of you as a prospective candidate for recruitment, reference checks, information

about incidents in the workplace, information submitted and independently obtained in relation to absences from work due to leave, illness or other causes, or any other information relating to your career.

3. How We Collect Personal Information:

Where practical we collect your personal information directly from you. We may collect personal information about you when you deal with us by telephone, letter, fax, e-mail, or visit our website.

We also collect personal information in a number of other ways, including:

- By contacting the referees that you have nominated;
- By contacting previous employers you have nominated;
- By contacting educational institutions you have nominated;
- From Clients to whom services are supplied as part of our contracting business; and
- By searching publicly available information (for example, the Internet.)

4. Why We Collect Personal Information:

We collect personal information to facilitate employment opportunities for job applicants and to deliver the best possible service to our clients. We collect personal information for any one of the following purposes:

- To provide you with further information about the recruitment opportunities or services you requested;
- For assessing and facilitating your application for employment with prospective employers;
- For placement operations and recruitment purposes generally;
- Assisting in your career performance or management;
- Analysing human resource and labour markets;
- Helping in work rehabilitation; and
- To facilitate services to or by us, where your organisation is a client or service provider or potential client or service provider.

If you would like to access any of our services on an anonymous basis please tell us. If this is possible and lawful, we will take all reasonable steps to comply with your request. However, if you choose not to provide us with your personal information we may not be able to provide you with the services or assistance you require, including arranging suitable interviews for you.

5. How We Use and Disclose Personal Information:

We may use and disclose your personal information for the purposes it was collected, or for a related or ancillary purpose such as providing you with one of our services.

We may disclose your personal information to:

- potential employers;
- clients who may wish to engage your services as a contractor or temporary;
- organisations that conduct competency or psychometric tests;

- your referees;
- your former employer;
- educational organisations to the extent necessary to verify your qualifications;
- a workers compensation body;
- suppliers of services to us;
- our related entities;
- your financial institution and others relating to your remuneration and benefits;
- our professional advisors including our accountants, auditors and lawyers;
- depending on the circumstances, to the Australian Federal Police to verify whether you have a criminal record; and
- government bodies or others as required / authorised by law.

If you applied for a particular position through Impact Executive Solutions and are unsuccessful in your application, we will retain your information for the purpose of considering you for other positions. Should you not want your details retained, please contact us in writing (via letter or e-mail) and we will delete your file.

6. Gaining Access to Your Information:

You have a right to access and copy your personal information, subject to certain exceptions provided for in the Privacy Act 1988 (Cth). You can gain access to the personal information we hold about you by written request. A request for access to the personal information we hold about you or in relation to an inquiry about privacy should be sent to:

The Privacy Officer, Impact Executive Solutions Pty Ltd, PO Box 3891, Parramatta NSW, 2124

We will deal with your request to provide information within a reasonable time.
We may seek payment for our costs of supplying you with this information.

7. Keeping Your Personal Information Up to Date:

We will take all reasonable steps to ensure that the personal information that we hold is accurate and up to date. If you feel that information about you is not accurate or your details have or are about to change, please inform us and we will correct or update your personal information.

8. Security of Your Personal Information:

Your personal information may be stored in hardcopy or electronically. We have security procedures in place to protect your personal information.