

Privacy Policy

Our commitment

Talent 2 NZ Limited (GST No 91 686 015) ("Talent2") is committed to providing you with the highest levels of professional service. This includes protecting your privacy. We understand the importance placed on the privacy of your personal information.

In order to protect your right to privacy, we have developed this Privacy Policy.

Our Privacy Policy explains:

How we collect and use your 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.
- » Your right to have your privacy complaints investigated and resolved.
- » Your right to have your personal information protected from misuse or unauthorised access.

Talent2 will take all reasonable steps to protect the privacy of the personal information that we collect and use. Our Privacy Policy sets out how we intend to do so. This policy applies to all clients, individuals, job applicants and prospective employees who provide us with their personal information.

What is personal information?

Personal information is any information that can be used to identify you. This includes any personal information or opinions about you, whether true or not, no matter how the information or opinions are recorded. 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 1993 (NZ).

Why do we collect personal information?

We collect personal information of job applicants to facilitate placement operations and recruitment opportunities for job applicants and to deliver the best possible service to our clients.

We also collect and use personal information for 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; and
- » to conduct surveys of job applicants in relation to the services we provide

What personal information do we collect and use?

Personal information that we collect and use may include your name, date of birth, current address, email address, telephone numbers, work history, performance appraisals, qualifications, health information, personal history, opinions from referees and our assessment of you as a prospective candidate for recruitment. The personal information that we collect and hold usually falls into the following categories:

- » personal information obtained from job applicants in connection with previous periods of employment or work;
- » work performance information and qualifications;
- » information about incidents in the workplace;
- » information and opinions from referees;
- » information submitted and independently obtained in relation to absences from work due to leave, illness or other causes; and
- » information obtained to assist in managing client and business relationships.

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.

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.

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.

How do we collect personal information?

Where possible, we collect your personal information directly from you. If you feel that the information that we are requesting, either on our forms or in our discussions with you, is not information that you wish to provide, please feel free to raise this with us.

In most situations we will also obtain your personal information from third parties such as referees, educational institutions and former employers.

When do we disclose your personal information?

For the purposes referred to in this policy we may disclose your personal information to:

- » prospective employers;
- » external organisations seeking labour;
- » your referees;
- » your former employers;
- » educational institutions;
- » our clients;

- » our referees;
- » our professional advisors including our accountants, auditors and lawyers; and
- » our related companies and our contractors and suppliers.

Do we send information overseas?

We do not usually send personal information out of New Zealand. If you need us to send information to another country we will do so with your consent. If we are otherwise required to send information overseas we will take measures to protect your personal information. We will protect your personal information either by ensuring that the country of destination has similar protections in relation to privacy or that we enter into contractual arrangements with the recipient of your personal information that safeguards your privacy.

Access to and Correction of your personal information

You have a right to access and copy your personal information, subject to exceptions provided for in the Privacy Act 1993 (NZ). If you would like to access your personal information please follow the procedures set out in our Access Policy. Our Access Policy can be accessed on our website or by contacting our Privacy Officer. For security reasons, you will be required to put your request in writing and provide proof of your identity. If you are able to establish that personal information we hold about you is not accurate, complete or up to date we will take all reasonable steps to correct our records.

Security of your information

We will take all reasonable steps to secure your personal information. Electronic information is protected by various security measures and access to information and databases is restricted to staff members of Talent2 who need access to the information in order to perform their duties. All electronically captured job applicant and client data is passed through a secure site using encryption technology to ensure your personal information is protected if it is sent over the internet.

Complaints

We have a Grievance Policy for dealing with your privacy complaints. The purpose of the policy is to ensure that any person that has a complaint with the way their personal information is collected, used, disclosed, stored and administered may lodge a complaint under the Grievance Policy. All complaints will be treated seriously and dealt with promptly. The Grievance Policy is our way of ensuring your privacy concerns are raised and addressed promptly. Our Grievance Policy can be accessed below or by contacting our Privacy Officer.

How to contact us

If you would like more information on privacy or have any questions in relation to this policy please contact our Privacy Officer. We can be contacted by telephone, mail or facsimile as follows:

- » Talent2, Level 4, 77 Pacific Highway, North Sydney, NSW, Australia
- » Telephone: 61 2 9087 6302; and
- » Facsimile: 61 2 9087 6300.

We reserve the right to review, and if necessary, change this policy.

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