



WFS Privacy Policy Statement

How we manage your privacy

This statement outlines Workforce Solutions (WFS) policy on how we manage the personal information we hold about our Candidates, Field Team Members, Clients and others. It applies to all operations of WFS.

We respect the confidentiality of information and the privacy of all parties associated with WFS, including but not limited to, clients, customers, candidates and employees. WFS is bound by the National Privacy Act 1988.

The WFS Privacy Policy will be reviewed periodically as part of taking into account new laws and technology, alterations to our business practices and operations, always ensuring the policy remains consistent to all WFS environments. All information held by us will be governed by the WFS Privacy Policy.

We will endeavour to ensure that all information you submit to us remains private, and is used only for the purpose you agree to.

The bases of WFS Privacy Policy

We are committed to being honest about how we use personal information, we will generally advise our intended purpose for its use and who it will be disclosed to.

What personal information is held by WFS

- Personal information through registrations for work availability and specific job applications
- Work performance information
- Workplace incidents and investigations
- Payroll information submitted through timesheets in relation to normal hours worked, overtime performed, personal leave, illness or other grounds necessary
- Information obtained to assist in strengthening business relationships

Privacy and our website at <http://www.workforcesolutions.com.au>

The type of information collected on our website depends on how you make use of the site.

When you visit WFS site our host records your server address, domain name, the date and time of the visited and pages viewed. This information may be collected by using cookies (data sent to your web browser, which generally allows our site to interact more efficiently with your computer). If you disable the use of cookies, your use of our website may be affected. Information collected about your visit to our site is retained for statistical and web development reasons and is not in any form which enable us to identify you.

When visiting our site, you will not be required to provide us with any personal information unless you register for employment. In that case, we will ask you to provide contact details along with other information required to process your application.

Purposes for which we hold personal information

Our primary reason for collecting your information is;



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- **Placement and Recruitment operations** – to assist us in finding suitable employment for you
- **Staff management** – to enable our personnel consultants to better service your career requirements if you are employed by WFS on a temporary or contract basis
- **Training** – to identify any future training requirements
- **Business continuity and sustainability** – to ensure we remain viable and informed to relevant employment needs, whilst servicing our current operations and to support prospective business ventures.

Sensitive Information

- Sensitive information is a special category of personal information under the Australian Privacy Act 1988. It is information or opinion about you, including membership of a professional or trade association or membership of a trade union; criminal record; health or disability, etc.
- As outlined in the Australian Privacy Act, sensitive information, can, in most cases, only be disclosed with your consent.

Disclosures

Your information may be released for the reason in which it is held; in some cases we may only disclose your information with your permission. The information you provide may be released by the company where we are required to do so under our employer duty of care responsibilities.

By submitting your employment application to us, you are agreeing to your personal details being forwarded to our offices, and prospective clients for the basis of employment.

How WFS manage your information

All our office staff are inducted and trained to maintain confidentiality of company information, including but not limited to candidate and client information. Breaches of this privacy policy are classified under our employee code of conduct policy will result in disciplinary action being taken; breaches classified under the code of conduct will be dealt with in a manner befitting the seriousness of the breach.

The management of personal information is overseen by an appointed privacy officer to ensure adherence to the relevant Privacy Act 1988.

How is your information stored?

The privacy of your information is important to us; we hold your personal information in various secure forms and have taken careful consideration when developing our business continuity, and disaster recovery procedures to ensure and maintain the security of your information.

Your information is housed through internal and external storage facilities as set by the company.

Your personal records may be held by the company for a significant period of time. However, if it is deemed that your information is no longer required, we will remove any details that will identify you or we will securely destroy the records.



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Maintaining accuracy of your personal information

We rely daily on our databases to conduct our normal business operations; we aim to maintain these records as accurate and up to date as possible. We recognise information changes regularly with your personal circumstances. We attempt to update your information through regular contact over the telephone. Should you be aware of personal detail changes please advise your relevant personnel consultant of the changes.

Inquiries and complaints

You can make further inquiries or complaints about our privacy policy to Office Manager

If you are not satisfied with WFS response to your complaint, you can contact the Office of the Federal Privacy Commissioner.

Access to your information

You can gain access to the personal information that we hold about you, subject to some exceptions that are set out in the Australian National Privacy Act. If the release of your information would breach the privacy rights of other persons or if it breaches any confidentiality that attaches to that information, access may be refused.

All requests to access your personal information will need to be completed in writing addressed to the company privacy officer addressing what you require. You will be required to verify your identity prior to any information release. As WFS archives information through external resources there may be a delay in processing your request. Your request may also be accompanied by a retrieval fee, this will be discussed upon submission of you application for information access.

Jeff Bradtke
Director
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