Privacy and Confidentiality Policy

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APPROACH TO PRIVACY

Rite 2 Rise(‘“the Business”) is committed to protecting the privacy of its employees and meeting any privacy obligations set out in the Privacy Act 1988 (Cth) (‘the Privacy Act’) that might apply to it. Any organisation covered by the Privacy Act must have a privacy policy in place which deals with the collection and use of individuals’ personal information.

The Business collects personal information in order to conduct its business and comply with a range of legislative requirements.

The purpose of this policy is to explain how the Business handles personal information of those who work with and for the Business, and for job applicants. The Business may also have a separate privacy policy that deals with the collection and use of personal information from clients, customers, etc.

PERSONAL INFORMATION

Personal information is information relating to an individual which personally identifies an individual or makes the person's identity reasonably apparent.

Personal information may also include ‘sensitive information’. Sensitive information is information or an opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences, criminal record, health and biometric information or similar such information.

Sensitive information may be required to be collected in some circumstances. the Business will only collect sensitive information if it is necessary for business purposes. The Business will generally only collect sensitive information with your consent (unless otherwise permitted or required by law).

All information collected will be used and disclosed by the Business only in accordance with this policy and the law. The Business will take reasonable steps to ensure that all personal information is held securely.

COLLECTION OF PERSONAL INFORMATION

The Business will only collect personal information from individuals if it is reasonably necessary for the Business’s functions or activities.

INFORMATION PROVIDED BY AN INDIVIDUAL

It is the Business's usual practice to collect personal information from those who work with and for the Business. In addition, as part of the recruitment process, the Business may obtain information directly from a candidate as a result of their application to a job advertisement.

Furthermore, if a candidate's application is successful, as a condition of employment with the Business, the successful candidate will likely be asked to provide evidence of their identity and legal entitlement to work in Australia. It is likely a successful candidate will also be asked to provide personal information, such as emergency contact details, tax file number, superannuation and bank account details, which will form part of an employee file.

Specifically, the Business may collect personal information directly from an individual including:

- recruitment and on-boarding information such as an application form and resume, emergency contact details, and details of previous employment;
- contact details, including address, email address and phone number;
- date of birth;
- details of next of kin and emergency contact details;
- gender;
- identification documents including passport and drivers' licence;
- marital status and family details, including in relation to personal leave;
- bank details (including bank name and location, BSB and account number) and information in relation to tax status; and
- details of share and option plans.

INFORMATION PROVIDED BY A THIRD-PARTY

As part of the recruitment process, where relevant, and with the candidate's consent, the Business may seek information about a candidate through a third-party such as a recruitment service provider or a former employer. With the candidate's consent, the Business may also seek information regarding:

- prior employment history through reference checks;
- eligibility to work in Australia through a visa status check;
- educational qualifications by requesting confirmation of qualifications or results from an academic institution;
- interview records and details of any pre-employment assessments, including aptitude or other psychometric testing; and
- ability to perform the inherent requirements of the role, through medical and other allied health professionals, or criminal history check and/or working with children check.
- The Business may also access personal information through publicly available networking sites such as Facebook or Linkedin.

INFORMATION COLLECTED DURING THE COURSE OF EMPLOYMENT

The Business may also collect information about an individual and their work over the course of their employment with the Business, (or for contractors during the performance of a contract with the Business). Such information may include:

- details of any contract of employment (or contract for services) including start and end dates, department, role and location, reporting lines, title (including details of previous titles), working days and hours, details of promotions, details of bonuses, remuneration and salary (including details of previous remuneration), benefits and entitlements;
- any information relating to disciplinary or grievance investigations and proceedings, including any warnings and related correspondence; information relating to performance and behaviour at work, including appraisals, ratings, performance reviews, objectives, goals, and performance improvement plans; details of attendance at work and absences, including annual and personal leave; training records including training needs; details of any expenses claimed; and details of the use of Business property and equipment (including computers, swipe cards and telephone systems), emails and software.
- The Business may also collect other personal information if required or authorised to do so by law.

USE OF PERSONAL INFORMATION

The purposes for which the Business may collect, use, and disclose personal information include (but are not limited):

To establish, maintain and manage relationships, including to serve functions such as recruitment, payroll, appraisals, and any disciplinary action (including any termination of any employment or engagement) and managing employees' work and any claim in relation to any injuries or illnesses; to assess or respond to claims, complaints, or conduct, or co-operate with investigations when required; to obtain professional services as required including legal, human resources, industrial relations, accounting and insurance services; work-related administrative purposes; to finalise the terms of a contract, including pay rates; to confirm eligibility to work in Australia; to carry out a contract including, where relevant, its termination; to pay and provide other benefits in accordance with a contract; to make travel bookings on an individual's behalf; to allow you access to the Business's buildings, and to ensure the security of Business buildings, confidential information and other Business property; to reimburse expenses claimed; to operate any share scheme including the granting of share options; to operate schemes relating to sick leave, maternity leave, paternity leave, adoption leave, and parental leave; deducting and paying appropriate tax and superannuation contributions; to monitor and protect workplace health and safety; to provide a reference upon request from another employer; monitoring compliance with Business policies and The Business's contractual obligations; to comply with all applicable law; to liaise with any insurers in respect of any insurance policies that relate to you; running the Business business and planning for the future; the prevention and detection of fraud or

other criminal offences; to defend the Business in respect of any investigation or litigation and to comply with any court or tribunal orders for disclosure; otherwise as permitted or required by law; or otherwise with your consent.

USE OF YOUR PERSONAL INFORMATION ON THE BUSINESS WEBSITE, FOR MARKETING PURPOSES ETC.

The Business may use your personal information (for example, your name, image, job title and work contact details) on its website or in other publicly available resources where this is necessary for legitimate business purposes.

The Business may also use this personal information for other marketing purposes, such as for displaying photos of staff on its website and in other marketing materials. In some circumstances it will be necessary to continue to use certain personal information (such as photos of you) on the Business website or in other marketing materials even after your employment has come to an end.

The Business will always only use such personal information in a reasonable manner, taking into account your position within the Business and the nature of your role. If you have any concerns about such use of your personal information, you should discuss this with your manager. The Business will consider any such points raised.

DISCLOSURE OF PERSONAL INFORMATION

The Business may disclose personal information to third parties including:

- other companies within the Business's group;
- employees and contractors working for the Business, to the extent this is necessary for the operation of the Business's business;
- technology service providers, including, internet service providers, cloud hosting service providers, software suppliers, maintenance and support service providers, and security services on a confidential basis so that they can provide services to the Business;
- service providers such as banks;
- external consultants such as legal, human resources, industrial relations, accounting, and insurance;
- travel agents and suppliers of accommodation and travel services;
- superannuation funds;
- to other third parties as allowed by law or with your consent.

ACCURACY AND STORAGE OF PERSONAL INFORMATION

The Business will always endeavour to maintain an accurate record of all personal information it holds. Individuals should ensure that all personal information provided to the Business is accurate and up to date and notify the Business of any changes where required.

In addition, in order to ensure personal information is handled appropriately, individuals should:

- only access personal data if they need to do so for the proper performance of their role;
- not share personal data unless this is necessary for the proper performance of their role;
- keep personal data secure and protected;
- regularly review and update personal data as necessary;
- not make unnecessary copies of personal data and keep and dispose of any copies securely;
- consider using strong passwords and when protecting documents with personal data on them;
- lock unattended computer screens and devices;
- never leave computers, devices, electronic storage systems, files, paperwork or other things containing personal data in a manner that risks there unauthorised access or theft;
- where appropriate, ensure that highly sensitive personal data is encrypted before being transferred electronically to authorised external contacts. Where necessary, please speak to your manager or the IT department for more information on how to do this;
- consider anonymising data or using separate keys/codes so that the data subject cannot be identified;
- not save personal data to personal computers or other devices;
- not take personal data away from Business's premises unless required to do so for the proper performance of your role;
- shred and/or securely dispose of personal data when finished with;
- ask for help from your manger if unsure about data protection, or if any areas of data protection or security can be improved; and
- immediately report any loss, unauthorised access, security risk or other issue that arises in respect of personal information to your manager.

ACCESS TO PERSONAL INFORMATION

Personal information held by the Business in respect of employees is subject to the "employee records exemption" under the Privacy Act and does not have to be disclosed on request.

Other persons, such as job applicants can request copies of their personal information by contacting director@rite2rise.org. The Business may make reasonable charges for access to personal information and may refuse to provide access to, or delete, information where this is required or authorised by the Privacy Act or another law.

If personal information is incorrect, individuals may request that the Business amend its records and the Business will take reasonable steps to do so. Employees can do this by contacting their manager, other persons, such as job applicants should use the contact details referred to above.

RAISING A CONCERN OR A COMPLAINT

If you have any concerns about the use of your personal information (or of any other person's personal information) you should discuss this with your manager. Other persons, such as job applicants should use the contact details above.

The Business will generally ask for your concern or complaint to be put in writing and it will endeavour to provide a reply within 21 days.

DOCUMENT CONTROL

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