

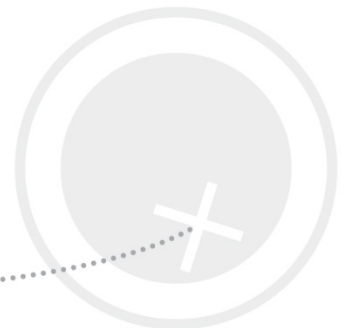
Policy

Personnel Privacy Policy

Esri Australia Group

Author HR

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Document Approval

Name	Position	Organisation
Amanda Clauson	Manager, HR	Esri Australia Group
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1 Objectives

- 1.1 Esri Australia is committed to protecting your privacy. Esri Australia is bound by the *Privacy Act 1988* (Cth), which sets out a number of principles concerning the protection of your Personal Information known as the Australian Privacy Principles (APPs).
- 1.2 Esri Australia also operates subsidiary companies referred to as “related companies” in this policy.
- 1.3 Set out below is information that Esri Australia is required to communicate to employees and prospective employees in connection with Personal Information collected about them. This policy may be amended from time to time. A current version will always be available on our website and intranet.
- 1.4 All applications for employment with Esri Australia are treated as confidential in accordance with the Privacy Act.
- 1.5 This policy operates in conjunction with the Privacy Act and other relevant laws.

2 Definitions

In this policy:

Individual means a:

- a) former employee,
- b) current employee; or
- c) prospective employee,

of Esri Australia, where the Relevant Circumstances apply to that employee.

Information means, collectively, Personal Information and Sensitive Information.

Personal Information means information relating to an individual, including an opinion, which may be provided to Esri Australia as part of its business requirements. Such information may personally identify an individual or make the person’s identity reasonably apparent.

Privacy Act means the *Privacy Act 1988* (Cth).

Sensitive Information means 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 or health information.

Relevant Circumstances means all circumstances where the employee records exemption under the Privacy Act does not apply, including Information:

- a) obtained during the recruitment process;
- b) not directly related to an employee’s current or former employment relationship with Esri Australia; and
- c) shared between related bodies corporate, contractors, and subcontractors, such as Information which is shared through services arrangements with a corporate group.

3 Your Information

- 3.1 This policy relates to an Individual's Information collected by any means in connection with the Relevant Circumstances.
- 3.2 If an Individual does not provide their Personal Information, Esri Australia may be unable to:
 - a) progress an Individual's application or offer of employment, or to consider an Individual for future employment opportunities;
 - b) monitor the use and efficiency of business resources (such as Esri Australia technology); and
 - c) efficiently use related entities or contractors necessary for the delivery of our business activities and functions.
- 3.3 Personal Information collected in connection with the Relevant Circumstances may include:
 - a) ID information, such as your name, postal or email address, telephone numbers, licenses, date of birth, gender details;
 - b) other contact details such as social media handles you use on publicly available websites;
 - c) resumes and other correspondence;
 - d) work history and education history;
 - e) health information, disabilities and psychometric testing results;
 - f) other information Esri Australia considers necessary to our recruitment, business activities and management processes.
- 3.4 Sensitive Information may be required to be collected in some circumstances. Esri Australia will only collect Sensitive Information if it is necessary for business purposes and for the inherent requirements of the position.
- 3.5 All information collected will be used and disclosed by Esri Australia as outlined in this document. Esri Australia takes reasonable steps to ensure that an Individual's Information is held securely.

4 How we collect your Personal Information

- 4.1 It is Esri Australia's usual practice to collect Personal Information about Individuals in the Relevant Circumstances:
 - a) directly from the Individual, for example where an Individual provides Information by using a printed or online method;
 - b) where relevant, and with the Individual's consent, through a third-party recruitment service provider;
 - c) from third parties, with an Individual's consent. For example, Esri Australia may seek Information about an Individual's:
 - i. prior employment history through reference checks;
 - ii. eligibility to work in Australia through a visa status check;
 - iii. educational qualifications by requesting confirmation of qualifications or results from an academic institution;
 - iv. aptitude or other psychometric testing;

- v. ability to perform the inherent requirements of the position, through medical and other allied health professionals, or criminal record history check and/or working with children check;
 - d) from speaking to Esri Australia over the phone;
 - e) through Esri Australia's international and national IT framework either intentionally or by default;
 - f) through publicly available networking sites, such as Facebook or LinkedIn.
- 4.2 We may also collect Information about you because we are required or authorised by law to collect it.
- 4.3 When you commence employment with Esri Australia, as a condition of employment we may ask you to provide evidence of your identity and legal entitlement to work in Australia. We may also ask for Personal Information, such as emergency contact details, tax file number and bank account details which will form part of your employee file.
- 4.4 If Esri Australia does not have an Individual's prior consent to collection of Information from a third party, Esri Australia will take reasonable steps to inform the Individual that it has collected Information from a third party.

5 How we use your Personal Information

- 5.1 An Individual's Personal Information may be used in order to:
- a) assess an Individual's application (or an application submitted on the Individual's behalf by a recruitment service provider or by an employee as part of the employee referral program) for advertised positions;
 - b) invite an Individual to apply for future positions of interest with Esri Australia and its related companies, unless you notify us that you do not wish this occur;
 - c) allow Esri Australia and its related companies to conduct statistical reporting and analysis in relation to recruitment;
 - d) conduct, in connection with Esri Australia management of any business risks, investigations, resolutions and defences of complaints of legal claims, compliance with court orders and other legal obligations and regulatory requirements associated with the recruitment process;
 - e) share Information between Esri Australia's related body corporates, and with any contractor or subcontractor, where doing so would assist Esri Australia with completing administrative tasks efficiently;
 - f) share documents, such as resumes, with clients;
 - g) obtain security clearances where required;
 - h) capture any data in relation to the use of technological devices or systems provided to an Individual by Esri Australia; and
 - i) conduct employment-related management and administrative processes.
- 5.2 Unless authorised by the Privacy Act, an Individual's Personal Information will not be used for any other purpose without the Individual's consent.

6 When Esri Australia may disclose your Personal Information

- 6.1 Esri Australia may disclose an Individual's Personal Information to related companies for the purposes of:
 - a) enabling related companies to consider you, and contact you, in relation to future positions of interest with Esri Australia and its related companies;
 - b) statistical reporting and analysis;
 - c) allowing cohesive network operations between Esri Australia's international and national networks; and
 - d) conducting management and administrative processes.
- 6.2 Esri Australia's information technology systems may automatically permit access to an Individual's Information within its network of international and national related entities, contractors and service providers.
- 6.3 Esri Australia takes reasonable steps to ensure that these organisations are bound by confidentiality and privacy obligations in relation to the protection of your Personal Information. These organisations may carry out activities including:
 - a) information technology services;
 - b) website usage analysis;
 - c) management and administrative tasks.
- 6.4 Esri Australia may disclose your Personal Information to overseas related entities or contractors, including related entities or contracts located in the areas where Esri Australia has offices.

7 Accuracy and storage of your Personal Information

- 7.1 Esri Australia will endeavour at all times to maintain an accurate record of each Individual's Personal Information.
- 7.2 To assist Esri Australia to keep its records up-to-date, Individuals should ensure all Personal Information provided to Esri Australia is accurate and up-to-date, and to notify Esri Australia of changes where appropriate.

8 Individuals can access their Personal Information

- 8.1 Individuals may request access to Personal Information that Esri Australia holds about them by contacting Amanda Clauson, Manager, Human Resources using the contact details set out at paragraph 9, below.
- 8.2 If the Personal Information held is incorrect, Individuals may request that Esri Australia amend our records by contacting Amanda Clauson, Manager, Human Resources using the contact details set out at paragraph 9, and Esri Australia will take reasonable steps to do so.
- 8.3 Esri Australia may make reasonable changes for access to Information and may refuse to provide access to, or delete, Information where this is required or authorised by the Privacy Act or another law.

9 How to contact Esri Australia

- 9.1 If you have any questions in relation to this Personnel Privacy Policy or if you have a problem or complaint or would like to give us feedback, please contact Amanda Clauson, Manager, Human Resources using the below contact details:

T +61 (0)7 3218 4151

M +61 477 385 413

aclauson@esriaustralia.com.au