

# Privacy Policy

## Think Talent Pty Ltd

Think Talent Pty Ltd (ACN 169 153 735) ('Think Talent') is committed to protecting the privacy of your personal information. This Privacy Policy explains how Think Talent manages the personal and sensitive information that we collect, use and disclose and how to contact us if you have any further queries about our management of, or would like to request access to, your personal or sensitive information.

## Personal and Sensitive Information

Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not, and whether the information is recorded in a material form or not.

Sensitive information is a special category of information and includes information about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs, membership of a profession association, membership of a trade union, sexual preferences or criminal record.

The types of personal or sensitive information we collect may include:

- a) Identifying and contact information (for example, your name, address, age, date of birth)
- b) Health information
- c) Employment information including work experience, qualifications, aptitude test results and references.
- d) Your opinions and views

We may collect personal or sensitive information when:

- a) You complete a job application;
- b) We receive a reference about you;
- c) We receive the results of background, medical and police checks;
- d) We receive results of inquiries that we might make of your former employers, work colleagues, professional associations or registration body;
- e) We receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you were involved;
- f) We receive any information about a workplace accident that you were involved in; or
- g) You provide us with additional information about you.

Where possible, we will collect personal information directly from you or a person authorised to provide this information on your behalf. This can be through our website, over the phone, in person or by email. Should we collect your personal information from a third party, we will take reasonable steps to ensure that the third party has obtained your consent to provide your personal information to us.

If you do not provide personal information requested of you to Think Talent or, withdraw your consent to our collection, use and disclosure of your personal information at any time (subject to contractual and legal restrictions and reasonable notice), we may be unable to provide you the services you have requested or contact you in the future.

## Use of Personal and Sensitive Information

Generally, Think Talent will use your personal and sensitive information for purposes connected with:

- a) Providing you with information of potential employment opportunities;
- b) Your actual or possible employment;
- c) Performance management;
- d) Identification of your training needs;
- e) Undertaking reference checks;
- f) Direct marketing to you; and
- g) To conduct internal administrative activities, research, analytics, planning and project development.

## Disclosure of Personal and Sensitive Information

Any personal information you provide to us may be disclosed, if appropriate, to potential and actual employees of Think Talent and third parties who provide

services on our behalf, such as mail, database, telephone, IT, audit, professional advice, payment processing and research services.

From time to time we send personal information to suppliers who are based overseas, such as cloud storage suppliers. The overseas locations of these suppliers include North America, Europe and Asia. Our suppliers are required by us to comply with the Australian Privacy Principles.

Your personal information may also be disclosed to referees, external providers of online training and induction, a professional association with a proper interest in the disclosure of your personal information or any person with a lawful entitlement to obtain the information.

We will only disclose your personal information for the purposes for which it was initially collected, other directly related purposes or purposes to which you otherwise consent. Sensitive information generally cannot be used or disclosed without your consent.

If you do not disclose the information we seek, we may be limited in our ability to locate suitable work for you and our ability to place you in work.

## Accessing Your Information

If you have any questions or concerns about how we handle your personal or sensitive information, or would like to request a copy of the personal information we hold about you, please contact:

The Privacy Officer  
Think Talent Pty Ltd  
Level 17/ 31 Queen Street  
Melbourne VIC 3000  
Email: [finance@thinktalent.com.au](mailto:finance@thinktalent.com.au)

Think Talent will generally provide you with access to your personal information if practicable and, will take reasonable steps to amend any of your personal information which is inaccurate or out of date. We will not charge you for making the request to correct your information, correcting the information or associating a statement.

## Amendments

This Privacy Policy is effective from 14 December 2015.

The Privacy Policy may be updated from time to time. To obtain a copy of the latest version at any time, visit our website at [www.thinktalent.com.au](http://www.thinktalent.com.au) or contact us by email at [finance@thinktalent.com.au](mailto:finance@thinktalent.com.au)

## Complaints

If you consider a breach of the applicable privacy laws or your rights in relation to privacy has occurred, you may contact us and we will attempt to resolve your complaint.

If you do not consider our response satisfactory, you may contact the Australian Privacy Commissioner at its website [www.oaic.gov.au](http://www.oaic.gov.au) or by telephone on 1300 363 992.