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General Privacy Policy / Statement

Scope

EAC Systems (Aus) is committed to ensuring the personal information we collect about you is protected. This document outlines how we respect and uphold your privacy rights in compliance with the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles (APPs)**.

Collection of Personal Information

We collect personal information that is reasonably necessary for our business activities or functions. This may include facilitating services to existing or potential clients and service providers. While you may choose not to provide personal information, this may impact our ability to perform these activities or functions.

Our business activities or functions include:

- Considering you for roles in providing services to clients.
 - Onboarding and management processes related to providing client services.
 - Communicating with you regarding our services.
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What Information We Collect

The types of personal information we collect include:

- **Contact information:** Name, email address, phone number.

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- **Employment information:** Details from your resume such as employment history, educational qualifications, professional memberships, and accreditations.
- **References:** Information from your nominated referees.
- **Sensitive information:** Health information, immigration status, or criminal records, when required for service provision or legal compliance.

How We Collect Your Personal Information

Where possible, we collect information directly from you with your consent. This occurs through:

- Application processes for contract services.
- Communications such as telephone calls, emails, or website forms.
- Website interactions, which may use cookies to enhance your experience without tracking or recording personal details.

We may also collect information from third parties, including:

- Recruitment agencies and related service providers.
- Referees, clients, or government entities.

Where third-party collection is necessary, we ensure they provide protections equivalent to our own before any disclosure of personal information.

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How We Manage Your Personal Information

We take reasonable steps to ensure your personal information is accurate, up-to-date, and complete. Personal information is stored in hard copy or electronic formats on systems operated by us or our third-party service providers. When information is no longer required, we take reasonable steps to destroy or de-identify it.

Your information may be:

- Transferred to and stored at destinations outside Australia using global data hosting facilities.
- Protected against loss, unauthorized access, misuse, modification, or disclosure through appropriate security measures.

By providing consent or using services where this Privacy Policy applies, you consent to the disclosure, transfer, storing, or processing of your personal information outside Australia.

How We Use and Disclose Your Personal Information

We use your personal information for purposes related to our business activities, including:

- Presenting your skills to clients.
- Verifying credentials such as qualifications and references.

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- Conducting police or regulatory checks.
- Engaging suppliers in service provision.
- Satisfying regulatory or legal requirements.
- Communicating with you about our services.

Personal information may be disclosed to third-party clients, service providers, or insurers, provided equivalent protections are in place.

Your Privacy Rights

We take reasonable steps to ensure your personal information is complete, accurate, and up-to-date. You have the right to:

- Access your personal information.
- Correct errors or update changes in your information.

To exercise these rights, contact the EAC Systems (Aus) Privacy Officer at privacy@eacsystems.com.au.

Changes to This Privacy Policy

This policy may be reviewed and updated to comply with changes in relevant legislation. Updated versions will be published on the EAC Systems (Aus) website.

Complaints

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If you believe we have not complied with the APPs, you may lodge a complaint by contacting the EAC Systems (Aus) Privacy Officer at privacy@eacsystems.com.au.

Contact Details

Privacy Officer

EAC Systems (Aus)

Email: privacy@eacsystems.com.au