PRIVACY POLICY – Trippas White Group Career's Website

Trippas White Group ("**we**", "**us**", "**our**") recognises the importance of privacy and is committed to ensuring the privacy of your personal information collected and/or received by us in accordance with the Privacy Act 1988 (Cth), including the Australian Privacy Principles.

The "Careers" section of our website is hosted by our recruitment application service provider: SCOUT [Employment Office Australia; ABN 18 129 212 602] ("**SCOUT**"). SCOUT recognises the importance of privacy and is committed to ensuring the privacy of your personal information it may collect when you connect to our Careers section and will deal with your personal information in accordance with the Privacy Act 1988 (Cth), including the Australian Privacy Principles.

This Privacy Policy sets out how and when we collect, use and disclose your personal information and how you may request access to your personal information.

COLLECTION OF PERSONAL INFORMATION

We will collect and/or receive your personal information in the form of resumes and any other information provided by you and/or third parties in order to assess the suitability of you for a potential position with us. Some types of personal information we may collect and/or receive are as follows:

(1) your resume, including your name, address, contact details (including phone numbers and email addresses), skills and employment history details;

(2) your passport;

(3) your academic transcripts and other transcripts;

(4) your email address when you register your interest and/or apply for a position; reference checks and referees from your current and previous employers;

(5) any other information that is disclosed by you and is included as part of your resume;

(6) any information collected during the course of the interviewing process such as interview notes and assessment results; and

(7) your sensitive information including membership of a professional or trade association, criminal record, visa record and health information.

We will only collect sensitive information with your consent. "Sensitive information" means personal information defined as "sensitive" in the Privacy Act 1988 (Cth), such as information about sexual preference, political affiliations, religious beliefs, health information, criminal record etc.

In most cases, you will have to identify yourself when you deal with us (such as when you apply for employment with us). If it is appropriate and practical in the circumstances, you may be able to remain anonymous or use a pseudonym when you deal with us.

You do not have to provide us with your personal information, but if you don't, we may not be able to provide you with our goods and services, either to the same standard or at all. It is important that

your personal information and any other information you give us is correct and that you inform us of any changes.

COLLECTION OF PERSONAL INFORMATION BY SCOUT

SCOUT will collect your personal information when you connect to our Careers section, including:

(1) the type of browser and operating system you are using;

(2) your top-level domain name (e.g..com, .gov, .au, .uk, etc);

(3) the address of the referring website ie. the website that directed you to our website;

(4) your server's IP address (a number which is unique to the machine through which

(5) you are connected to the Internet; usually one of your service provider's machines);

(6) the date and time of your visit; and

(7) the address of the pages accessed and the documents downloaded.

SCOUT does not use 'cookies' to get information about you or your use of our Careers site. A 'cookie' is a file that could be placed on your hard drive by a website without your knowledge to allow it to monitor how the site is used. Any changes to SCOUT's 'cookies' policy will be notified on this page.

No attempt will be made by SCOUT to identify visitors or their browsing activities except where required by law or when authorised by SCOUT's management in connection with investigations into possible breaches of the law.

USE AND DISCLOSURE OF PERSONAL INFORMATION

Personal information collected and/or received by us will be used to assess and administer your application, communicate with you in relation to your application and monitor and review the application process. Such Personal Information may also be used to assess your suitability for similar positions within Trippas White Group that closely match your skill set. We may disclose your personal and sensitive information to police organisations, Department of Immigration and Citizenship, credit references bodies, academic institutions, your referees and other persons or organisations you nominate or mention in your application, or any other third party to verify any personal information you have provided in your application.

We may disclose your personal information to:

(1) our related companies;

(2) any of our service providers and business partners, including organisations that assist us with technology and security services, including SCOUT whose servers are hosted in Singapore.

(3) government and regulatory authorities (where required or authorised by law); or

(4) our professional advisers (including lawyers, business advisers and auditors).

You agree to these disclosures in accordance with the safeguards in this Privacy Policy (consequently Australian Privacy Principle 8.1 will not apply to such disclosures).

Only our authorised staff and SCOUT staff can access your personal information. SCOUT staff will only access personal information to resolve technical errors. Logged information recorded by SCOUT is for statistical purposes only and will only be disclosed if SCOUT is required by law to do so.

Your e-mail address is required for direct communication with you regarding your application and to allow you to receive various system notifications available when you access and manage your account.

Your personal information will not be added to an external mailing list or provided to a third party without your prior consent.

When required to do so by law (e.g. search warrant or subpoena), personal information requested (including an inspection of ISP logs) will be provided to law enforcement agencies, courts or regulatory bodies.

UNIQUE IDENTIFIERS

We do not use identifiers from other organisations such as Medicare or the Australian Taxation Office to identify people when fulfilling its functions.

SECURITY OF YOUR PERSONAL INFORMATION

We will take reasonable steps to ensure that any personal information is kept securely and not misused, interfered with or disclosed unless in accordance with this Privacy Policy. We will destroy your personal information where it is no longer necessary to retain it or to fulfil the purposes for which the personal information was collected or as required by law.

Once your application is submitted online, your personal information will be stored securely on a separate server owned and managed by SCOUT, and hosted in the Amazon Cloud (EC2). The SCOUT secure server software (SSL) encrypts all of your personal information, so that others cannot read it as the information travels over the Internet.

SCOUT takes all reasonable care to secure personal information and protect it against unauthorised access, misuse and interference. You should be aware that no data transmission over the Internet can be guaranteed as totally secure. Although SCOUT strives to protect such information, we do not guarantee the security of any information that you transmit to us over the Internet and you do so at your own risk.

ACCESS, CORRECTIONS AND COMPLAINTS

You can request more information about the way we manage your personal information (including access to or correcting your personal information if you believe it is inaccurate, incomplete, not up-to-date, irrelevant or misleading) or make a complaint or request your account on our Career's site to be deactivated by contacting Trippas White Group's Privacy Officer at Level 10, 14 Martin Place, Sydney, NSW 2000

We will treat your requests or complaints confidentially and will contact you to discuss your concerns and outline options regarding how they may be resolved. We will contact you within a reasonable time after receipt of your complaint and aim to resolve your complaint in a timely and appropriate manner.

In most cases you are able to gain access to personal information that we hold about you and to have it corrected if it is wrong. Please contact our recruitment team at Level 10, 14 Martin Place, Sydney, NSW, 2000 and request access to your personal information. We may deny your request for access in limited circumstances, in accordance with the Privacy Act. If we do this we will tell you why.

We may also charge you a reasonable fee for accessing your personal information.

If you are not satisfied with our response to your query or with our resolution of your complaint, then you may make a further complaint to the OAIC (see http://www.oaic.gov.au for more information on how to do this).

Your personal information held on our Careers site will be retained for 12 months after which time data will be purged.

VARIATIONS AND UPDATES

We will review our Privacy Policy regularly, and may make changes from time to time. If we do so, we will update the policy on this website to reflect those changes. The updated versions of our Privacy Policy will be effective from the date of posting on our website.

This Privacy Policy was last updated on 12 June 2014.