

Skill Hire is committed to protecting your privacy and complying with the Privacy Act 1988 (Cth) (Privacy Act) and other relevant state laws in relation to the management of personal information.

This Privacy Policy (Policy) describes how we collect, hold, use, and disclose your personal information and must be read in conjunction with our Privacy and Personal Data Protection Standard.

When used in this Policy, "personal information" has the meaning given in the Privacy Act. Generally, it means any information or an opinion that could be used to identify you.

Skill Hire will ensuring all personal information developed, stored and/or received as a part of Skill Hire operations is managed appropriately to safeguard confidentiality and business integrity. We ensure that our employees and our partners (host employers, contractors, and clients) adopt the principles necessary to ensure all forms of personal information is managed appropriately.

We also ensure human, financial, and technological resources are provided for the active management of personal information in line with this Policy.

Accountability

Board of Directors

Reviews and approves the Privacy Policy, Standard, and applicable governance regimes.

Chief Executive Officer

Ensures that the Board is regularly updated on the status changes to the Privacy Management Framework for approval.

Ensure the Privacy Management Framework has the necessary resources, systems, and budget for effective deployment.

Ensures that this Privacy Policy and supporting Standard are implemented throughout Skill Hire Operations and apply an applicable due diligence process to our partners (host employers, contractors, clients) work environments.

Mandatory Business wide Risk Management practices:

- Establish and maintain the Privacy Management Framework as a part of the Skill hire Governance Regime.
- Design, develop and deploy monitoring processes that will confirm the validity of the framework; and
- Privacy systems continuous improvement through shared learning, communications, training, and structured monitoring for accountability; and
- Ensure congruence between the Privacy Management Framework and the Risk identified in the Management register.



Shawn Murphy
CEO
Skill Hire Pty

Date: 26/10/2021