

millennium

Privacy Policy.

Adopted by the Board on 23 March 2018

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Millennium Services Group Limited (we, us and our) takes the protection of your personal information seriously. We comply with the Privacy Act 1988 (Cth), the applicable Australian Privacy Principles under that Act, and other applicable privacy laws, when handling personal information. This Privacy Policy sets out how we manage personal information, including through and in relation to our website located at www.millenniumsg.com

1 What is personal information?

- 1.1 In this Privacy Policy, **personal information** means any information or opinion about an identified individual, or an individual who is reasonably identifiable, whether true or not and whether recorded in a material form or not.
- 1.2 In Australia, **sensitive information** is a subset of personal information that is generally afforded a higher level of protection by privacy laws. It includes your health information as well as information about your racial or ethnic origin, political opinions, membership of political, professional or trade associations or trade unions, religious beliefs, sexual orientation or practices and criminal record.

2 Consent

- 2.1 By providing personal information to us, you consent to us collecting, holding, using and disclosing that personal information in accordance with and for the purposes specified in this Privacy Policy.
- 2.2 You are not required to provide personal information to us. However, if you do not provide us with all the information we request, the services we provide to you or our ability to employ you may be affected.

3 Collection

- 3.1 We collect personal information (which may, because of the context or nature of the service or product, include sensitive information) that is reasonably necessary for us to carry on our business.
- 3.2 The types of personal information we collect may include:
 - 3.2.1 your name, age, date of birth, address, phone number and email address;
 - 3.2.2 vocational, education and training qualifications;
 - 3.2.3 education and job history;
 - 3.2.4 contact details of referees;
 - 3.2.5 information and opinions from referees;
 - 3.2.6 work performance information; and
 - 3.2.7 records of our communications with you.
- 3.3 We collect personal information for the purpose of:
 - 3.3.1 communicating with you by various means;
 - 3.3.2 recruitment;
 - 3.3.3 the general management and conduct of our business; and
 - 3.3.4 complying with our legal obligations.

- 3.4 We may also use personal information for related purposes that would be reasonably expected by you.
- 3.5 We may collect personal information from you through the Website, and when you communicate with us (either by email, telephone, in writing or in person).

4 Use and disclosure

- 4.1 We will not use or disclose your personal information for any purpose other than the purpose for which it was collected (or a related purpose) unless you have consented to that other purpose or we are permitted to do so by law.

5 Integrity of personal information

- 5.1 We will take steps which are reasonable in the circumstances (if any) to ensure that the personal information we collect is accurate, up-to-date, and complete, and that the personal information we use and disclose is accurate, up-to-date, complete and relevant (having regard to the purpose of the use or disclosure). To assist us, please ensure that the information you provide to us is accurate, up-to-date and complete.
- 5.2 We will also take steps which are reasonable in the circumstances (if any) to protect the personal information we collect and hold from misuse, interference and loss, and from unauthorised access, modification or disclosure.
- 5.3 If we hold personal information that is no longer needed for any purpose for which it may be used or disclosed, we will take steps which are reasonable in the circumstances to destroy or permanently de-identify that personal information.

6 Storage and security of personal information

- 6.1 We take reasonable steps to keep your personal information secure and to protect it from unauthorised access, modification and disclosure and from misuse, interference and loss.
- 6.2 Personal information that is held in hard copy is stored securely and is only disclosed or used for the purposes described in this Privacy Policy.

7 Access to and correction of personal information

- 7.1 You can request, and we will provide you with access to, any personal information we hold about you (subject to certain legal exceptions). If a legal exception applies and we decide not to provide you with access to that personal information, we will advise you of the reasons for our decision.
- 7.2 If we are satisfied that any personal information we hold about you is inaccurate, incomplete, out of date, misleading or irrelevant (having regard to the purpose for which it is held) we will take steps which are reasonable in the circumstances (if any) to correct that personal information. This may include notifying third parties to whom we have disclosed that personal information. If we do not agree that personal information we hold about you is inaccurate, incomplete, out of date, misleading or not relevant you may ask that we attach a statement to this effect to our record.

- 7.3 Please let us know if you have any concerns or complaints about the way we are handling personal information so we can address them. We will review any complaints and respond to them within a reasonable period of time.
- 7.4 If we are unable to satisfactorily resolve your concern or complaint, you can contact the Office of the Australian Information Commissioner (OAIC). To make a query concerning your privacy rights, or to lodge a complaint with the OAIC about how we have handled personal information, you can contact the OAIC on 1300 363 992 or go to www.oaic.gov.au. The OAIC has the power to investigate the matter and also to take certain other actions.

8 Other organisations' websites

- 8.1 The Website and our email communications may contain links to other websites. We do not control these websites or any of their content and if you visit these websites, they will be governed by their own terms of use (including privacy policies).

9 Changes to this Privacy Policy

- 9.1 We will periodically review and update this Privacy Policy. If you do not agree with the terms of this Privacy Policy, as amended, in whole or part, you must not access our services including the Website.

10 Contact Us

- 10.1 If you have any questions about this Privacy Policy or if you wish to request access to your personal information, correct or update your details or raise any privacy concerns you may have, please contact us at:

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