

PRIVACY STATEMENT

The Flagstaff Group Limited (ABN 53 000 551 575) and its operating divisions (Flagstaff) consider privacy to be an important right. To this end, Flagstaff is committed to pursuing best practice policies and procedures in how it deals with customer and employee personal information. We will only collect personal information for specific purposes such as responding to enquiries, keeping customers informed of upcoming events and products, and assisting us in improving our service to you. No personal information will be disclosed to other parties without your consent and you have the right to access and alter any personal information about you that Flagstaff may hold.

INFORMATION FOR FLAGSTAFF CUSTOMERS & CONTRACTORS

How Does the Flagstaff Privacy Policy Apply to You

The Flagstaff Privacy Policy states that Personal information may include:

- ✓ Name;
- ✓ Address;
- ✓ Contact details;
- ✓ Information about your personal circumstances (e.g. marital status, age, gender);
- ✓ Information about your financial affairs (e.g. payment details, bank account details);
- ✓ Information about your identity (e.g. date of birth, country of birth, drivers licence);
- ✓ Government identifiers (e.g. Tax File Number);
- ✓ Insurance details.

How Does Flagstaff Collect Information

The Flagstaff Privacy Policy states that we will collect information directly from you, such as when you request a product or service or when you have other dealings with us. We may also collect personal information through third parties such as:

- A business that provides commercial credit worthiness information;
- Referees: if you give us the name of someone who can give a reference about you; and
- Publicly available sources of information.

How Will Flagstaff Use The Information You Provide?

The Flagstaff Privacy Policy states that we will not use your personal information for any purpose which is not related to the primary purpose for which it is collected or for which you would not reasonably expect us to use your personal information. We guarantee not to share, sell or trade your personal information to any non-Flagstaff Company or person including overseas recipients. Your personal information may be used:

- To deliver the work place supports, and/or products and/or services that you entitled to or that you have requested;
- To provide you with further information about the products and services you requested;
- To personalise and customise your experiences with Flagstaff;
- To help Flagstaff manage and enhance its services
- To communicate with you;
- For administration purposes; and
- To promote and market other products and services of the Flagstaff Group and related entities which we consider may be of interest to you.
- For job applicants, in the event that a job application is unsuccessful Flagstaff may keep the information to use in the event that an appropriate vacancy arising.

Can You Choose Not to Provide Personal Information?

The Flagstaff Privacy Policy states that where Customers would like to access any of our services on an anonymous basis or by providing a pseudonym we will take all reasonable steps to comply with your request. However, if you choose not to provide Flagstaff with correct personal details, such as your name, address or contact details then the range of options available to you may be limited.

For contractors, your decision not to provide certain personal information (e.g. name, address tax file number, insurance details) may adversely impact on Flagstaff's decision to use or continue to use your services.

When Do We Disclose Your Personal Information?

The Flagstaff Privacy Policy states that Flagstaff may disclose your personal information to external organisations including:

- outsourced service providers;
- our professional advisors, including our accountants, auditors and lawyers;
- entities requiring information to comply with legislation; and
- Government Departments we have funding agreements with

Flagstaff may use or disclose of sensitive information about an individual if the individual has consented to the use or disclosure of the information for a specified purpose.

Is Your Information Secure?

The Flagstaff Privacy Policy states that we will take all reasonable steps to secure your personal information. Electronic information is protected by various security measures and access to information and databases is restricted, as is access to hard copy information. Only those employees of Flagstaff who perform services on your behalf and are authorised to handle your information, will have access to this information.

We will not retain any of your information for any longer than it is required by us, except to fulfil our legal obligations and if you feel that information about you is not accurate or your details have or are about to change please contact us via the above means. For security reasons, you will be required to provide proof of your identity.

You are welcome to read the full Flagstaff Privacy Policy by following the link below, alternatively, any enquiries you may have regarding this matter should be referred to:

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