

## Privacy Statement – Employees, Contractors, Referees

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### **Protecting your Privacy - Our Employees & Contractors (current and prospective) & Referees**

Godfrey Hirst Australia Pty Ltd ACN 000 849 758 and its subsidiaries are committed to the privacy of all individuals with whom it deals. From 21 December 2001, Godfrey Hirst Aust Pty Ltd and its Australian subsidiaries are bound by the Privacy Act 1988 (Aust) and have chosen to comply with the National Privacy Principles. From 1 January 2004, Godfrey Hirst Carpets of Canada Limited is bound by the Personal Information Protection and Electronic Documents Act (Can) and has chosen to comply with the National Standard of Canada Entitled Model Code for the Protection of Personal Information.

For your information, Godfrey Hirst sets out below the Godfrey Hirst Group's policies on handling personal information of employees, applicants for employment or contract positions, referees, contractors and tenderers (being natural persons).

#### **Employees/Contractors**

If you are an employee or a contractor, your personal information may be used to administer your employment or engagement and monitor your compliance with policies applicable to you (such as electronic communications policies). However, employees records are generally exempt from the Privacy Act 1988 (Aust) and employees do not have the right to access, evaluate or amend their employee records such as performance review and confidential records. Though Godfrey Hirst must deal with employee records in a way that is related to their employment relationship and may disclose personal information on all its current and former employees who assist Godfrey Hirst in achieving its legitimate business objectives in relation to employees or to whom Godfrey Hirst has outsourced business functions, including a superannuation fund to secure superannuation benefits for employees.

#### **Prospective Employees, Contractors and Tenderers and Referees**

##### *Your Personal Information*

Personal information held by Godfrey Hirst may include your name, address and contact details, your employment history, bank account details and tax file number, referee opinions, interview opinions and any other information you have supplied on your resume, job application form, tender or in communications with Godfrey Hirst and its employees or agents.

If you choose not to provide personal information, we may not be able to contact you or fully consider your job application and/or tender.

##### *Collection of Personal Information*

Godfrey Hirst collects personal information in a number of ways, including:

- Directly from you eg. when you submit a resume, job application or tender, or during interviews or other times you communicate with a Godfrey Hirst representative (eg by phone, fax, email or in person)
- From third parties, including reference checks with referees and networking with your peers
- From publicly available sources of information
- From our own records of your employment history (if previously employed by Godfrey Hirst)

##### *Use of Personal Information*

Godfrey Hirst collects personal information about you to carry out its business functions. The purposes for which we collect your personal information will depend on whether you are an applicant, a referee, a current employee or a contractor or tenderer. If an applicant or referee for an applicant, the primary purpose for which we use your personal information is to receive and assess the applicant's application for an employment or contractor position/tender. This may be done through a third party intermediary (as cvmail). In the course of assessing your suitability and should Godfrey Hirst offer you a position or work, your personal information may be used to:

- Offering you a job or work
- Contact you if a position becomes available that you may be interested in
- Complying with government legislation (eg we collect your tax file number to comply with taxation and superannuation requirements)
- Maintain and develop our business systems and infrastructure including testing and upgrading of these systems

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In addition Godfrey Hirst may occasionally be required by law to collect, use and disclose your personal information, for example to comply with the requirements of government departments for business data.

### **Disclosure of your Personal Information**

For the above purposes we may disclose your personal information to organizations outside Godfrey Hirst, including:

- Contractors and service providers to whom we may outsource services we provide including:
  - Recruitment
  - Payroll
  - Outsourcing
  - Mailing systems
  - IT services

(Any disclosure is limited to that required to provide you with the services we have outsourced and any party to whom we outsource is required to comply with all relevant laws including any privacy legislation)

- Organisations involved in the managing, validating or administering your application, employment, engagement or tender (such as third party suppliers, training providers, professional associations, our advisers etc) and/or involved in your employment or engagement (such as employment agencies, counsellors, assessment agencies etc) and/or involved in conducting probity checks or monitoring of employee or contractor conduct
- Your representatives (eg. legal advisers)
- Our professional advisers, including our accountants, auditors and lawyers
- Government/regulatory authorities and other organizations as required or authorised by law
- Organisations involved in:
  - A transfer/sale of all or part of our assets or business
  - Managing our corporate risk and funding functions

Because we operate throughout Australia and overseas, some of these uses and disclosures may occur outside your State and Territory.

### **Accuracy of Information**

Godfrey Hirst takes all reasonable precautions to ensure that the personal information collected, used and disclosed is accurate, complete and up-to-date. However, the accuracy of the information depends largely on the information provided to us by you. Accordingly we request that you:

- Let us know of any errors in your personal information; and
- Keep us up-to-date with any changes in your personal information.

In most cases we will amend inaccurate, incomplete or out-of-date information. In some cases it is necessary for us to keep a record of what we know or understand to be correct at a particular time. However, in those circumstances, if you request, we will take reasonable steps to associate with the relevant record of your personal information a statement to the effect that you claim the information is inaccurate, incomplete or out-of-date.

### **Access to your Personal Information**

Generally, you have a right to access your personal information. Godfrey Hirst will handle all requests for access to personal information held by Godfrey Hirst Aust Pty Ltd and its Australian subsidiaries in accordance with the National Privacy Principles, and held by Godfrey Hirst Carpets of Canada Limited in accordance with the Canadian Model Code for Protection of Personal Information. If you would like to access your personal information, please advise us in writing. We will acknowledge all requests within 14 days of receipt and respond within 30 days. In respect to Australian requests, Godfrey Hirst reserves the right to charge a fee for searching for and providing access to your information.

### **Contact Us**

If you have any queries or complaints in relation to privacy, please contact us in writing or by phone to:

Privacy Manager  
Godfrey Hirst Aust Pty Ltd  
7 Factories Road



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