

PRIVACY POLICY

Scope

WHM Partners Pty Ltd is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your personal information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au

What sort of Personal Information do we collect?

Personal information is information or an opinion that identifies an individual.

WHM Partners Pty Ltd collects personal information about its clients, contractors, suppliers, prospective employees and employees of its corporate clients, contractors and suppliers.

We collect personal information about you that is relevant to perform the scope of work which we are engaged to perform, which may include:

- Names, job titles, contact and address details
- Information in identification documents i.e. passport or driver's licence.
- Tax file numbers and other government - issued identification numbers
- Date of birth and gender
- Bank account details, shareholdings and details of investments
- Details of superannuation and insurance arrangements
- Educational qualifications, employment history, salary and referee reports
- Visa or work permit status
- Personal information about your spouse and dependants

This personal information is obtained in many ways including interviews, correspondence, by telephone and facsimile, by email, via ATO portal, via our website

www.whmpartners.com.au, from your website, from media and publications, from other publicly available sources and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your personal information for the primary purpose of providing our services to you, providing information to our clients and marketing. We may also use your personal information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by clicking *unsubscribe* on our emails or contacting us in writing.

When we collect personal information, we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record, or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your personal information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Your personal information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

Your personal information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification, or disclosure.

When your personal information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your personal information. However, most of the personal information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Access to your Personal Information

You may access the personal information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your personal information, please contact us in writing.

WHM Partners Pty Ltd will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your personal information, we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your personal information is up to date. We will take reasonable steps to make sure that your personal information is accurate, complete and up to date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

How do we use Personal Information?

WHM Partners Pty Ltd collects, holds and uses personal information for a number of purposes including:

- To provide and enhance our service;
- To respond to requests or queries;
- To maintain contact with our clients and other contacts to keep them informed of our services, industry developments and events;
- To verify your identity;
- For admirative purposes, including processing payment transactions;
- For recruitment purposes;

- To manage any conflict of interest or independence obligations or situations;
- To meet any regulatory obligations;

Is the Personal Information up to date?

We endeavour to make sure that the personal information which we hold is accurate, complete and up to date. To assist us in this, you need to provide true, accurate and complete.

If we are notified that the information, we hold is not accurate, complete or up to date, we will take reasonable steps to validate the information and ensure that it is corrected (if necessary), or note the requested changes to the information.

If you believe that the personal information that we hold about you is incorrect, incomplete or inaccurate, you may request amendment of it by contacting our office.

Policy Updates

This Policy may change from time to time and is available on our website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy, please contact us at:

WHM Partners Pty Ltd

info@whmpartners.com.au

03 9561 8588