

PRIVACY POLICY

The National Privacy Principles established by the Privacy Act 1988 apply to Roubler Pty Ltd.

### TYPES OF PERSONAL INFORMATION HELD

Personal information that we collect and hold usually falls into but is not limited to, the following categories:

* Candidate Information submitted and obtained from the Candidate and other sources in connection with applications for work;
* Work performance information;
* Information about incidents in the workplace;
* Staff information;
* Information submitted and obtained in relation to absences from work due to leave, illness or other causes;
* Information obtained to assist in managing client and business relationships;

### CLIENT INFORMATION

We primarily hold personal information for the following purposes:

* Placement operations;
* Recruitment;
* Staff management;
* Training;
* Client and business relationship management;
* Marketing;
* Where applicable, contractor payroll and all related operations;

Such information forms an integral part of our business, being the business of the recruitment, placement and management of personnel. There are naturally purposes which are incidental to these principal purposes.

### DISCLOSURES

We may disclose your personal information for the purposes for which it is primarily held or for a related secondary purpose. In some cases, we may only disclose information with your consent, however by supplying us with your resume or otherwise requesting that we seek employment on your behalf, you will be taken to having consented to the Company using your personal and sensitive information for the above purposes and for purposes which incidental to those principal purposes.

We may disclose your personal information where we are under a legal duty to do so, including circumstances where we are under a lawful duty of care to disclose information. The Company may sell the whole or part of its business, as your sensitive information will form part of the Company records and it may be disclosed for that purpose.