

Our Commitment

Western Work Force Pty Ltd (**Western Work Force**) is committed to supporting and complying with the *Privacy Act 1988* (Cth) (**Privacy Act**) and the Australian Privacy Principles (**APPs**) which set clear standards for the collection, access and storage of personal information we obtain as part of our business operations.

Collection of Information

Western Work Force collects personal information in the course of its business of providing, and to enable us to provide, labour hire. The personal information we collect includes information:

- From applicants for employment or contracts with us, such as personal contact details, copies of passports and drivers licences, references, police checks, tax file numbers, health related information, medical and hearing tests, drug and alcohol testing.
- From suppliers and creditors such as address, account details and credit limits;
- About third parties, which may include their name, address and account details; and
- From users of our website through data files known as “cookies” which track pages of our website visited to enhance your user experience.

Western Work Force will generally collect personal information directly from you. Western Work Force may also collect information from third parties as required.

You have no obligation to provide us with any information we request. However, if you choose to withhold requested information, we may not be able to employ you or provide you with the services we offer.

Use and Disclosure of Information

We respect your privacy.

We may use personal information received about you as an applicant for employment or a contractual role to determine your suitability for such role and generally for our business operations.

We may also disclose personal information about you to other parties in the course of business:

- To our service providers such as employment agents, marketing agents, IT support, medical and health service providers or testing services, training service providers, customers, suppliers, business partners and legal advisors;
- To our information technology service providers, including those who may host cloud based storage of our data; and
- In relation to health and safety issues or urgent treatment where consent cannot be obtained from you.

Western Work Force may disclose personal information outside Australia, such as through storage of electronic files abroad. In some circumstances Western Work Force engages United States based service providers to store data. Overseas recipients will not be bound by the Privacy Act or the APP's. By providing Western Work Force your personal information you consent to us disclosing your personal information overseas. If you do not want Western Work Force to disclose your personal information overseas you may withdraw your consent by advising our Privacy Officer in writing.

Storage and Security

We may collect, disclose and store information received from you in electronic or hard copy form. Western Work Force will use all reasonable endeavours to ensure that:

- It does so securely;
- Access to personal information is limited to Western Work Force staff or third parties who reasonably require it; and
- When an employee requests for their information to be removed, we will destroy it; and
- When the information is no longer required, we will archive all files under lock & key.

Marketing Information

Unless you advise us in writing that you do not want us to do so, Western Work Force may:

- Use your personal information for the purpose of providing you with special offers you may find of interest, important changes to the functionality or content of our web site, or information on new services to be offered by Western Work Force or our business partners; and/or
- Provide your details to third parties who we partner with, with the purpose of providing you with offers for products, services and/or benefits.

Accessing and Changing your Personal Information

You may request access to personal information we hold about you. Access will be provided within a reasonable time. Of course, before we provide you with access to your personal information we will require some proof of identity. For most requests, your information will be provided free of charge. However, we may charge a reasonable fee if your request requires substantial effort on our part.

Western Work Force takes reasonable steps to ensure that personal information it stores is correct and accurate. If it is not, or you do not wish us to keep it, you can ask us to correct or delete it. Unless personal information is required for administrative or legal reasons we will take all reasonable steps to meet such requests.

Complaints Resolution

If you have a concern about Western Work Force's collection, use, storage or disclosure of your personal information please contact our Privacy Officer who will investigate and advise you of the outcome as soon as possible.

Amendments to this Privacy Policy

Western Work Force may amend or update this privacy policy from time to time at its discretion. Please check back periodically for updated terms for this privacy policy.

Contact Us

Further information about our privacy policy or the use and management of your personal information may be obtained by contacting our Privacy Officer who may be contacted at:

Privacy Officer
Western Work Force Pty Ltd
3/21 King Edward Road,
Osborne Park, WA 6017
Tel: +61 8 6161 2177
Email: admin@wwforce.com.au