

Personal Information Collection and Use Statement

Drake's Privacy Policy:

Drake International ensures that it complies with the Privacy Act 1998 in all respects. Please take the time to view Drake's Privacy Policy in its entirety, which can be found on our website at <https://au.drakeintl.com/privacy-policy>. For ease of reference, a summary of the most common queries on how Drake receives, handles and communication with information is described below.

Drake's Privacy commitment:

Drake International is committed to protecting the privacy of the information that you give to us. This page explains how Drake will collect, use, and disclose your personal information for our flexible staffing, recruitment, and other business activities.

What we do:

Drake International uses highly skilled consultants, to provide both permanent or temporary employment opportunities that responds to the needs of our clients and applicants. We do this through matching suitably qualified/experienced candidates to the employment opportunities available. Drake also provides a wide range of Human Resource solutions, including training and e-learning, assessment and certification, career and organisation development, business technologies, Work Health and Safety and outplacement services.

Your personal information:

Some examples of the types of personal information that may be held by Drake includes your name, date of birth, contact details, work history, resume, identification documents (i.e. passport, birth certificate), Work Rights verification document, any qualifications and licenses, salary/benefits information, and any relevant general information about you. If you consent, we may also collect sensitive information including health/injury history, criminal background, and union membership details. It is your choice what information you provide to Drake. If you choose not to provide Drake with the information that has been requested, Drake may not be able to assist you gaining employment and/or provide the services that you have requested.

How we collect your personal information:

- Drake collects personal information in several ways, including:
- Directly from you, when you provide information by phone, in person or in documents such as an application or resume.
- By contacting the referees that you nominated.
- From Clients to whom services are provided as part of our contracting business.
- By searching publicly available information (for example, via the internet).

How we use your personal information:

In our recruitment and contracting businesses, the personal information that we collect from you, is used to provide recruitment and contracting services, for example, by matching suitable applicants or candidates to fill the client's needs. In our non-recruitment businesses, your personal information is used to enable Drake to deliver the product or services that you require. Across our businesses generally, we may use your personal information for related secondary purposes, including for internal training to improve the delivery of our services.

Will your personal information be given to others?

We will disclose personal information about you, to clients for the purpose of recruiting you for specific employment opportunities, for supplying your services to the client as a labour-hire worker, or (with your consent) to market your services to clients / prospects. We may also disclose your personal information to the following parties, outside of Drake:

- Drake's agents, contractors (i.e. authorised persons require to administer our computer systems or to other recruitment suppliers, where we are working on a joint recruitment project), professional adviser and/or representative;
- You and your referees in making enquiries;
- Your financial institution (i.e. bank), and others in relation to your remuneration and benefits.
- Government bodies or other authorities, as required and/or authorised by law, and
- Drake's related companies and any other company involved in a corporate restructure by Drake.

You can access your personal information:

You have the right to access your personal information, subject to some exemptions allowed by law. If you would like to do so, please contact your consultant. For security reasons, you may need to put your request in writing. Further, you may be charged a fee for searching for and providing access to your information.

If you have any questions in relation to Privacy:

If you would like a copy of our Privacy Policy or if you have any questions in relation to Privacy, please contact us. You can do this by calling your local Drake branch, visiting our website, or writing to our Privacy Officer at:

Privacy Officer, Drake Australia Pty Ltd

GPO Box 298b, Melbourne 3001

Email: privacy@au.drakeintl.com