###### HRPOL001 – Privacy Policy

###### Introduction

The objective of this policy is to describe how YBE handles, uses, holds and discloses the personal information in compliance with Australian Privacy Act 1988 and Australian Privacy Principles.

By having access to this Policy, an individual consent to the collection, holding, disclosing and use of the personal information by YBE in accordance with this Policy.

###### Relevant Definitions

**CSA** Child Support Australia

**Employee** describes employees, apprentices, trainees, agents and contractors (including temporary contractors).

**FWA** Fair Work Australia.

**HR** Human Resources Officer

**OAIC** Office of Australian Information Commissioner

**YBE** YBE (2) Pty Ltd.

###### Scope

This Policy applies to individuals whose personal information is collected by YBE. This Policy will apply to permanent workers, casual workers, contractors, subcontractors, suppliers, candidates of employment and apprentices

###### Collection of Personal Information

YBE (2) Pty Ltd may require to collect information such as Legal Name, gender, address, contact no., next of kin details, personal email, date of birth, driver’s licence, tax information, superannuation information, marital status, bank details, pre employment medical test results, residency status, visa information, employment history, qualifications and any other information required in regard to involvement or possible involvement with YBE. Personal information may also include some sensitive information such as disability, medical condition, aboriginal/indigenous identification, biometric data such as fingerprints.

Personal information of an individual will be collected from the below sources:

* Directly from the individual
* Next of Kin
* Authorised third party such as recruitment agency, references or designated medical centre.
* Publicly available lawful sources such as VEVO
* Government or legal agencies

###### Purpose

Personal information collected by YBE. will be held and used for facilitating:

* Recruitment and onboarding
* Training and Inductions
* Pre-employment medical and medical records
* Mobilisations with Contractors
* Payroll setup, processing and reporting
* Record keeping for working hours
* Demographic reports and statistics
* Compliance with legal obligations to Fair Works Australia
* Compliance with legal obligations to other government agencies such as CSA and Centrelink

###### Disclosure

YBE may disclose personal information to a third party to facilitate purposes mentioned in this policy. The information will also be disclosed to the government agencies where required and authorised by law. An individual may not be informed of each occasion when information is shared for legal purposes.

YBE will maintain utmost confidentiality of the collected information and will not be disclosed unless required by law, facilitating functions mentioned in this policy or authorised by the individual.

###### Refusal to provide Required Information

When an individual refuse to provide consent to business for holding, collecting or using personal information, YBE may not be able continue engagement with the individual.

###### Complaints

Any concern that an individual might have regarding their private information with YBE, is encouraged to put forward and allow YBE to address your concern.

Any complaints regarding handling of your personal information can be made in writing and sent to HR. The complaint will be responded with in 21 days and you will be informed of the further investigation in a timely manner.

If the complaint remains unresolved for more than 42 days, the individual has the right to notify OAIC.

###### Responsibility

The HR is responsible for implementation of this policy.