

Employee, Contractor and Job Applicant Privacy Notice

1. Introduction

OurProperty.com.au Group Pty Ltd ("we", "our", "us") processes personal data to operate our business. We are committed to protecting your personal data and will always handle it lawfully, fairly, and transparently. This Privacy Notice explains the personal data we collect, why we collect it, how we use and share it, and your rights.

2. Scope of this Notice

This Privacy Notice applies to:

- Job applicants (prospective employees, workers, contractors)
- Current and former employees, workers, and contractors

It does not form part of any employment or services contract.

3. What is Personal Data?

Personal data includes any information related to an identified or identifiable individual (data subject), such as names, identification numbers, location data, or online identifiers.

4. How Do We Collect Your Personal Data?

We collect personal data directly from you during recruitment or your work with us, and from:

- Recruitment agencies
- Background check providers
- Referees
- Publicly accessible sources like social media
- Benefits providers (not applicable to job applicants)

5. Types of Personal Data We Collect

For Job Applicants:

- Contact information (e.g., name, address, phone, email)
- Date of birth, gender
- Employment history, qualifications, and certifications
- Right to work documents
- Interview notes, psychometric test results

For Current and Former Employees, Workers, Contractors:

- Marital status, dependents, next of kin
- Tax and payroll details
- Salary, pension, and benefits information
- Employment records, performance data
- Health, safety, and disciplinary information
- Use of IT systems, CCTV footage
- Photographs, uniform sizes (if applicable)

Sensitive Personal Data

We may process special categories of data, including:

- Health information (e.g., sickness records)
- Criminal convictions (where applicable)

6. Why Do We Process Your Data?

We process your personal data to:

- Manage recruitment and employment
- Pay you and provide benefits
- Comply with legal obligations (e.g., right to work)
- Perform business planning and manage performance
- Ensure workplace safety and compliance with IT policies
- Conduct equal opportunity monitoring

7. Legal Basis for Processing

We process personal data on the following lawful bases:

- To perform our contract with you
- To comply with legal obligations
- For our legitimate business interests (e.g., recruitment, performance management)

Where necessary, we may request your consent for specific types of sensitive data processing.

8. Your Rights

You have the right to:

- Access your personal data
- Request corrections
- Request erasure (subject to legal and contractual obligations)
- Restrict processing
- Object to processing for legitimate interests

8. Consent

Except to the extent set out in this Notice or unless you are advised otherwise, we do not rely on consent as the lawful basis for processing your Personal Data.

9. Automated Decision-Making

Automated decision-making occurs when an electronic system uses your Personal Data to make decisions without human involvement. We will only use automated decision-making when:

- You have been notified of the decision and given 21 days to request reconsideration.
- It is necessary for the performance of a contract, and adequate measures are in place to protect your rights.
- You give explicit written consent, and safeguards are in place to ensure the protection of your rights.

10. Disclosure of Personal Data

We may disclose your Personal Data, including special category, criminal offence, or sensitive Personal Data, to related bodies corporate and third parties involved in running our business where necessary to administer your employment relationship or where we have a legitimate interest in doing so.

We may also disclose your Personal Data to comply with legal obligations, protect individuals' safety, or address fraud, security, or technical issues.

Third-Party Disclosures We may share your Personal Data with third-party service providers who assist us with HR, IT, and security services.

For **job applicants**, we may share your Personal Data with:

- Authorised individuals, like recruitment agencies.
- Background check providers.
- Government authorities, when required by law.

For **current and former employees, workers, and contractors**, we may share your Personal Data with:

- Benefits providers such as pension and health insurance schemes.
- Prospective business purchasers.
- Legal and financial advisors.
- Government authorities when required by law.

11. Transfer of Personal Data

If we transfer your Personal Data to a third party in another country, we will ensure that such transfers comply with legal requirements, including entering into contracts that safeguard your information.

12. How We Keep Personal Data Safe

We implement technical and procedural safeguards to protect your Personal Data from unauthorised access, accidental loss, or destruction. Regular reviews ensure compliance with applicable laws. In case of a data breach, we will notify the relevant authorities in accordance with legal obligations.

13. Retention of Personal Data

We will retain your Personal Data only as long as necessary for the purposes for which it was collected, unless a longer retention period is required by law.

For **job applicants**, if your application is unsuccessful, we may retain your data for up to 12 months to consider you for future roles, or to demonstrate compliance with anti-discrimination laws. However, we are under no obligation to do so and may delete your data at any time.

14. Your Rights

You have the right to:

- Access and request copies of your Personal Data.
- Request that your data be provided in a readable format.
- Rectify inaccurate or outdated information.

To exercise your rights, please contact our Data Protection Officer at the contact details provided in section 16.

15. EU GDPR/UK GDPR Specific Rights

If you are based in the UK or EU, you also have the right to:

- Request erasure of your Personal Data.
- Restrict processing in certain circumstances.
- Withdraw consent for processing, where applicable.
- Object to processing based on legitimate interests.
- Request data transfer to another entity.

16. Contact Us

If you have questions about this Notice or wish to exercise your data rights, please contact our Data Protection Officer:

Email: support@ourproperty.com.au

Post:

Attention: Data Protection Officer

OurProperty.com.au Pty Ltd

30/50 Sanders st

Upper Mount Gravatt 4122

We may need to verify your identity before complying with your request. If you're dissatisfied with our response, the appropriate regulatory body for your jurisdiction can assist.

17. Updates to This Notice

We reserve the right to update this Notice to reflect changes in law or our practices. The most recent version will be available on the OurProperty.com.au website.