

PRIVACY POLICY

ForestWorks respects your Privacy. We are committed to ensuring your personal information is collected and managed sensitively and in accordance with relevant Privacy Laws.

PURPOSE

This Policy explains how we manage your personal and sensitive information from initial collection, to use and storage, who we may disclose it to, and how you can find out more about information we hold about you.

APPLICATION

All employees, officers, directors of ForestWorks and related bodies, consultants, subcontractors/agents, suppliers and their staff are required to comply with this Policy.

TYPES OF INFORMATION WE COLLECT

We will only collect '*Personal*' and '*Sensitive*' information (together your *Information*) from you which is necessary to support and administer our business functions and comply with applicable laws.

'*Personal Information*' is information or an opinion about you such as your name, contact details, age, photographs, qualifications, employment and training records, business details, ABN, payroll details, bank and superannuation details, drivers licence, tax file number and complaint details.

'*Sensitive Information*' is information or an opinion about you such as your racial or ethnic origin, religious beliefs, trade union membership or criminal record, sexual orientation and health information and records.

OUR COMMITMENTS

- Where possible, we will collect your Information directly from you.
- Only collect Sensitive Information with your consent.
- Tell you how and where your Information has been collected, if obtained from a third party.
- Tell you why your Information is required and how it will be used.
- Where possible offer anonymity or pseudonymity when collecting your Information.
- Protect your Information from misuse, interference, loss, unauthorised access, modification or disclosure.
- Provide free access to update and correct your Information.
- Destroy or de-identify your Information when it is no longer required.

HOW WE COLLECT YOUR INFORMATION

- On commencement of employment;
- During face-to-face meetings, via survey questionnaires, in writing or by telephone.
- When you submit your Information on-line via our website.

- When you use our website via 'cookies' which collect information about server address, browser used and date, time and web pages visited.
- Via subscription to marketing material.
- From our contracted third-party agents or service providers, including unions, employment associations and training organisations acting on our behalf or who are providing services to you on our behalf.
- From your current or former employer to assist us in assessing your employment, worker support or training application.
- From a partner or family member who you have consented to providing your Information.
- From publicly available Information, including social media platforms.

MANAGING UNSOLICITED INFORMATION

Unsolicited information is Information received about you which we have not requested. We will consider and destroy or de-identify any unsolicited Information received about you which is not required or could not have been lawfully collected. If required and lawfully collected it will be treated in the same way as your other Information in this Policy.

WHY WE COLLECT YOUR INFORMATION

We collect your Information which is necessary for our business functions and activities including for:

- Considering employment, consultant, and contractor applications.
- Management of employee records by Human Resources.
- Managing, developing and delivering skills, training and development programs, including government funded programs.
- Working in partnership with associations and training organisations, employers and unions on programs that benefit the industry and its workers.
- Conducting research and undertaking monitoring and evaluation activities.
- For marketing and communication purposes.
- Registration for forums, conferences and other events.
- Resolving queries, investigations and managing complaints received.
- Complying with applicable laws and regulations.

DIRECT MARKETING

We respect your rights not to receive marketing material and provide an opt-out in our communications and on our website for you to unsubscribe.

WHO WE DISCLOSE YOUR INFORMATION TO

We may disclose your Information to our funding providers, program delivery partners and third parties including:

- Government and regulatory authorities as required by contract and/or law.

- Skills and employment agencies, third-party training services and organisations and health and wellbeing organisations.
- Organisations that assist us with marketing, research, monitoring and evaluation.
- Professional advisors and consultants.
- Employees, contractors or agents of ForestWorks and those of any of the above referred to parties.
- Referees and other employers seeking a reference.
- Our IT system and service providers.
- Your authorised personal representatives and/or union representative.

We will not disclose your information to overseas recipients.

STORAGE AND PROTECTION OF YOUR INFORMATION

We store your Information in paper and electronic form and protect your Information from misuse, interference, loss, unauthorized access, modification or disclosure by:

- Limiting access to your Information to those who need to know.
- Using technologies to prevent unauthorised access such as assignment of user access rights, user log-ons and passwords, de-identification and encryption.
- Locked workstations and cabinets and the shredding of confidential information.
- Requiring third-party providers to manage your Information in accordance with the Privacy Act and relevant laws and implement safeguards to protect your Information.
- Staff training and written procedures relating to the management of your Information.
- Audits of information management procedures.

Active steps are taken to destroy or de-identify your Information once it is no longer necessary for our business functions.

ACCESS AND CORRECTION OF INFORMATION

We take steps to ensure all Information we collect and handle about you is accurate, up to date and complete. You may, at no cost to you, request access and correction of your Information by contacting our Privacy Officer. Your request will be dealt with within fourteen business days. In some circumstances, we may not be able to provide all Information we have about you and will tell you why. You may also have access to our web-based database, in which case you can update, correct or unsubscribe at any time.

CONCERNS OR QUESTIONS

Any concerns or questions you may have about your Information should be directed to:

1. Our Privacy Officer in one of the following ways:

Email: ceo@forestworks.com.au

Phone: (03) 9321 3500

Post: Level 1, 165 Bouverie St, Carlton, Victoria.

Or

2. Via the General Feedback section on our website, which can be provided anonymously. This section can be used for complaints, compliments and comments.

REVIEW AND ACCESS TO THIS POLICY

A copy of this Policy is available at no cost on our public website. Paper copies are also available at our office receptions from the ForestWorks CEO and can be sent to you in the mail on request.

This Privacy Policy will be reviewed for currency and accuracy with relevant laws every two (2) years.

This policy is due to be reviewed by July 2026.