

Privacy Policy

Prismatik Pty Ltd ACN 136 258 583 (**Prismatik**) is bound by the *Privacy Act 1988 (Act)*, the Australian Privacy Principles (**APPs**) as well as other laws and codes.

This Privacy Policy sets out the policy of Prismatik and our related entities in relation to our management of personal information. It contains information about how we collect, use and store your personal information, as well as information about how you can access your personal information and how you can make a complaint if you believe that there has been a breach of this Privacy Policy, the Act or the APPs.

Types of personal information we collect

Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not and whether the information or opinion is recorded in a material form or not.

The types of personal information that we collect typically include:

- your name and contact details such as your address, email and telephone number
- your date
- identification information such as passport and Visa information
- your nominated emergency contact and their relationship to you
- information about your employment history, education, qualifications and remuneration
- complaint details

In some instances we may also collect sensitive information about you, such as information about your health or any disability but we will only do so with your consent and/or as authorised by law.

Why we collect personal information

The types of information we will collect will depend upon the purposes for which it is collected. Primarily, these purposes include:

- to enable us to identify and communicate with you
- to consider your suitability for employment with Prismatik
- to consider your suitability for employment with our clients
- to enable us to respond to your enquiries or complaints

If we do not collect personal information from you, we may not be able to provide you with our services.

How we collect personal information

Personal information may be collected from various sources. At Prismatik, we collect personal information:

- primarily from you, including when you interact with us by telephone, use our website or visit our social media pages such as Twitter
- from third parties such as your nominated emergency contact or referees

- from our clients where we have facilitated your employment with such clients

How we protect personal information

Personal information is held by us primarily in electronic form. We are committed to protecting your personal information from misuse, loss, unauthorised access, modification and disclosure.

The steps we take to protect your personal information include maintaining strict protocols and procedures to ensure that it is accessible only by authorised staff to enable them to perform their legitimate functions, and that it is restricted by access controls such as passwords.

How we use personal information

Prismatik will only use and disclose your personal information as permitted by law. This means that we will only use your personal information for the purpose for which it was collected (such as those referred to above) or for a purpose related, or in the case of sensitive information directly related, to that purpose.

Prismatik may disclose your personal information to other entities as permitted by law. These include our clients with whom you may be placed for employment or contracted work and our related bodies corporate. We may also provide your personal information to our agents and to third parties who provide services to us or on our behalf. We do not disclose personal information to any overseas recipients.

We may also use and disclose personal information for the purpose of direct marketing by us or our related bodies corporate. However, we only do so as permitted by law and in circumstances where:

- you have consented to such use or disclosure, or the circumstances are such that it is impracticable to obtain such consent; and
- you are given an opportunity to request not to receive direct marketing communications from us and have not made such a request.

If at any time you do not wish to receive direct marketing communications from us you can let us know by contacting us on the details provided below.

Accessing and correcting your personal information

You may access your personal information or request that your personal information be updated or corrected. You can do this by contacting us on the details provided below and we will endeavour to respond to your request within 30 days.

You will not be charged a fee for making a request to access your personal information. However, fees and charges may apply for providing the requested information.

In some circumstances we may be unable to provide you with access to your personal information. These circumstances include example where:

- providing access would have an unreasonable impact on the privacy of others
- the information relates to existing or anticipated legal proceedings and would not be discoverable in those proceedings
- providing access would reveal our intentions in relation to negotiations in such a way as to prejudice those negotiations

- providing access would be unlawful
- denying access is otherwise required or authorised by law
- the request for access is frivolous or vexatious

Where access to your personal information is refused, Prismatic will provide you with written reasons for the refusal. In those circumstances, we may instead provide you with a summary of your personal information.

Complaints

If you believe that we have breached this Privacy Policy, the Act or the APPs and would like to make a complaint, please contact us on the contact details below. We will endeavour to deal with your complaint as soon as is reasonably practicable. You may also contact the Office of the Australian Information Commissioner by visiting the following website and following the steps listed on the website: www.oaic.gov.au/privacy/privacy-complaints.

Contact Us

You may request access to or correction of your personal information at any time. You may also request further information about how Prismatic manages your personal information. To do so, please contact:

Surya Sundaram
Level 4, 17-19 Bridge Street
Sydney NSW 2000
surya@prismatic.com.au

Further information on privacy in Australia may also be obtained by visiting the website of the Office of the Australian Information Commissioner at www.oaic.gov.au.

This Privacy Policy may be reviewed from time to time and Prismatic reserves the right to change this policy at any time. Any revisions to this policy will be published on our website.

This Privacy Policy was last updated in May 2018.