

Privacy Policy (PRO01)

<i>This policy relates to the following guidelines:</i>	Australian Privacy Principles
<i>This policy relates to the following legislation:</i>	Fair Work Act 2009
	Privacy Act of 1988
	Privacy Amendment (Enhancing Privacy Protection) Act 2012
	Privacy Amendment (Notifiable Data Breaches) Act 2017
	Data Protection Act 2018
	Privacy and Other Legislation Amendment Act 2024

Purpose

GTNT Group is committed to privacy protection and to complying with the Privacy Act 1988 (Cth) and other applicable privacy laws and regulations.

This Privacy Policy provides information about what kinds of Personal Information we may collect or hold, how we collect, hold, use and disclose that Personal Information, choices you have regarding our use of that Personal Information, and your ability to access or correct that Personal Information.

Scope

This Privacy Policy applies to all GTNT Group entities.

What personal information does GTNT Group collect?

'Personal information' is information or an opinion, in any form (whether true or not), about an identified or reasonably identifiable individual, as well as indirectly identifiable information.

The type of Personal Information we may collect about an individual will depend upon the nature of our interaction with them. Personal Information that we collect may include (but is not limited to) the following:

- name
- age and/or date of birth
- contact details including telephone numbers (landline and/or mobile) and email address
- current and previous address (including postal address)
- gender
- diversity status
- disability status
- indigenous status
- identification information such as driving licence details, including driving licence number
- payment details, such as credit card or bank account details
- occupation and employment details including employment status and any previous work experience
- salary information
- information from or in connection with a resume or job application if the person has applied for a position with GTNT Groups or clients
- job fit medical report
- geographical location
- Tax File Number
- Australian Business Number (ABN)
- credit history
- trade references, credit references or reports from a third-party credit information
- Unique Student Identifier (USI) number
- applicable licences such as forklift, working at heights, white card
- applicable clearances or checks such as Working with Children Check, National Police Check
- passport and visa details
- photographs and/or images from camera footage

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- details obtained when trading with GTNT Group, such as numbers, financial and business details (suppliers' and customers' information)
- information from social media accounts and profiles.

We are authorised to collect tax file numbers (TFNs) by the Income Tax Assessment Act 1936 (Cth). It is not compulsory for you to provide your TFN for our products and services, but if you do not, taxation law may require additional deductions to be made from amounts payable to you.

We collect and record Personal Information about individuals such as:

- our customers
- potential customers and their representatives
- our suppliers and potential suppliers and their representatives, directors, partners, proprietors and shareholders
- contractors and subcontractors and potential contractors and subcontractors and their representatives in relation to providing goods and services to us
- our employees past and present, including applicants, and
- individuals seeking apprenticeships or labour hire employment
- any other person who comes into contact with GTNT Group.

Where it is lawful you may use a pseudonym or not identify yourself when dealing with GTNT Group in relation to a particular matter. If you choose not to provide GTNT Group with particular information however, we may not be able to assist you with the service you have requested.

How does GTNT Group collect and hold your personal information?

GTNT Group may collect Personal Information to allow us to conduct our business functions, to provide, market and sell our products and services and for the specified purposes set out within this policy.

We may collect Personal Information in the course of providing you with goods or services, or:

- when you apply for, use or buy our products or services
- when you provide us, or you offer or apply to supply us, with goods or services
- when you provide information to us in any way (including by completing a form, disclosing information over the phone or via email, or providing us a business card)
- when you request information about us, our products or our services
- when you provide feedback to us
- when you visit or fill in a form on our Website
- when you visit premises from which we operate
- when you (or your employer) provide that information to us in the course of conducting or administering our relationship with you, or when you are carrying out activities in connection with our business operations
- when you submit a job application to us, or an application form for training services or labour hire
- when you contact us by telephone, fax, email, social media, post or in person, or
- where we are otherwise required or authorised by law to do so.

GTNT Group may indirectly collect Personal Information or be provided with personal information about an individual from a publicly available source or a third party, such as:

- a nominated representative
- a referee or an employer
- publicly available sources of information
- our own records of how and when you use our various services
- credit reporting bodies provide information about commercial credit worthiness.

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GTNT Group takes reasonable steps to protect and actively safeguards Personal Information from misuse, interference and loss and from unauthorised access, modifications or disclosure. All Personal Information that is collected via our website or that is held on our computer systems is protected by safeguards including physical, technical and procedural methods.

GTNT Group workers must not divulge information concerning a customer to anyone other than the customer, unless the customer has requested in writing the release of the information.

Where GTNT Group no longer requires the Personal Information for the purpose for which it was collected and it is not required by law to retain, GTNT Group shall take all reasonable steps to destroy the information, delete or ensure the information is de-identified.

At all times the collection of this information is obtained by lawful means in a manner that respects your privacy.

Why do we collect, use and disclose personal information?

GTNT Group uses personal information for a variety of purposes to effectively conduct our business and to meet legal obligations. In most cases, if personal information we request is not provided, we may not be able to supply our services.

GTNT Group will only disclose Personal Information about you to perform our core business. This may include:

- representatives and consultants in GTNT Group's businesses
- host businesses in relation to your resume, employment application, licences and job fit medical report
- your financial institution and others relating to your remuneration and benefits
- government bodies and others as required/authorised by law
- anyone else to whom you authorise us to disclose it
- Australian Apprenticeships NT
- Registered Training Organisation
- debt collection agencies
- representatives, agents or contractors who are appointed by us in the ordinary operation of our business to assist us in providing goods or services or administering our business (such as for data storage or processing, printing, mailing, marketing, planning and product or service development).

Due to the nature of GTNT Group's business your Personal Information will not be disclosed to parties outside Australia. Information collected will not be used for direct marketing purposes unless explicitly collected for that reason.

In general, we use and disclose your Personal information for the following purposes:

- to conduct our business
- to provide and market our services
- to communicate with you
- to comply with our legal obligations
- to help us manage and enhance our services.

We may collect, use and disclose your Personal Information for other purposes not listed in this Privacy Policy. If we do so, we will make it known to you at the time we collect or use your Personal Information and obtain your voluntary and informed consent.

How do we make sure the information we hold about you is current?

We take reasonable steps to ensure that the personal information we collect, use and disclose is accurate, up to date, complete and relevant.

We encourage you to contact us in order to update or correct any personal information we hold about you.

You can access your information

You may request details of the Personal Information we hold about you and we will generally provide you with access subject to some exceptions permitted by law. For example, if providing this access may disclose information about another person, or may disclose commercially sensitive information, we may need to refuse to grant you access.

Charges may apply to cover the cost of us accessing and providing you with this information. If we cannot provide you with access, we will provide a statement of our reasons.

We will require you to verify your identity and to specify what information you require.

Notifiable Data Breach (NDB)

A notifiable data breach applies to data breaches involving personal information that are likely to result in serious harm to any individual affected. GTNT Group is committed to maintaining a high level of data security and managing personal information in accordance with the Privacy Act 1988 (Cth). Where a data breach is known to have occurred and has been assessed a notifiable breach GTNT Group will issue a statement to whom the relevant information relates and report to The Office of the Australian Information Commissioner (OAIC).

Cookies Policy

This Cookies Policy explains how we use cookies and similar tracking technologies on our website. By using our website, you consent to the use of cookies as described below. This policy follows applicable privacy laws, including the Australian Privacy Principles and the ISO/IEC 27701:2019 standard.

1. What Are Cookies?

Cookies are small text files that are placed on your device when you visit a website. They are widely used to improve website functionality and the user experience. Cookies can store information about your visit, such as your preferences or the pages you've visited.

2. How We Use Cookies

We use cookies on our website for the following purposes:

- **Essential Cookies:** These cookies are necessary for the basic functionality of our website. They enable you to navigate the site and use its features. Without these cookies, certain services on our website may not be available.
- **Analytics Cookies:** We use these cookies to collect information about your use of our website. This data helps us analyse and optimize our website's performance, providing a better user experience. We may use services such as Google Analytics for this purpose.
- **Preference Cookies:** These cookies allow our website to remember choices you have made, such as your language preference or the region you are in. This information enables us to customise the website to better meet your needs.
- **Marketing Cookies:** We may use marketing cookies to personalize the advertising content you see on our website or on other websites you visit. These cookies help us provide you with relevant and targeted advertising.

3. Your Cookie Choices

You have the option to manage your cookie preferences. You can usually do this through your web browser settings. Most web browsers allow you to control how cookies are used on your device. You can choose to block or delete cookies, or you can set your browser to notify you when a cookie is being placed on your device. Please note that if you choose to disable cookies, some features of our website may not function correctly.

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4. Third-Party Cookies

Some of the cookies used on our website may be placed by third-party service providers. We do not have control over these cookies. Third-party cookies are subject to the privacy policies of the respective providers. We recommend that you review these policies for more information on how these providers handle your data.

What is the Complaints Process?

If you believe a breach of privacy has occurred or you have any concerns/queries regarding the collection, recording or handling of your personal information, please contact GTNT Group on the details below:

E-Mail: feedback@gtntgroup.com.au
Contact: Human Resources Manager
Phone: (08) 89800 600
Postal Address: GPO Box 3245, Darwin NT 0801

All concerns or queries raised will be investigated and a response will be provided within 48 hours.

Links

The following website may be of interest should you require further information:

<https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles>

Monitoring and Review

This policy is reviewed on an annual basis by the Senior Leadership Team. More information on the Australian Privacy Principles can be found at www.oaic.gov.au (Office of the Australian Information Commissioner).

Authorised by

This policy seeks advice for any changes from the Human Resources Manager.

This policy is authorised by the Senior Leadership Team and is endorsed by the CEO.

<i>This policy relates to the following procedures:</i>	All procedures containing a code preceded with (PR)
<i>This policy relates to the following forms:</i>	PR001-01 Confidentiality Agreement