

Get Cleaned Employee Privacy Policy

Last updated 25/09/2021

In this age of the Internet where privacy has become an increasing concern, we take your privacy very seriously. The privacy and security of your personal data (the "Personal & Sensitive Information") which we collect from you is important to us. It is equally important that you understand how we handle this data.

By accepting employment with Get Cleaned Quality Cleaning Services, you expressly acknowledge that you have read, understand, and agree to all the terms of this Privacy Policy as outlined below and as it may be modified by us from time to time with or without prior notice.

Collection of Information

While conducting our business and complying with federal, state, and local government regulations governing such matters as employment, tax, insurance, etc., we must collect Personal & Sensitive Information from you in accordance with the Privacy Act 1988 (Cth). The nature of the Information collected varies somewhat for each employee, depending on your employment responsibilities, your citizenship, the location of the facility where you work, and other factors. We collect Personal & Sensitive Information from you solely for business purposes, including those related directly to your employment with Get Cleaned Quality Cleaning Services, and those required by governmental agencies.

Data collected may include 'personal & sensitive' information, without limitation, such things as:

- Your name
- User ID(s)
- Phone numbers
- Email address (es)
- Mailing addresses
- Banking and other financial data
- Government identification numbers, e.g., Social Security number, driver's license number
- Date of birth
- Gender, race, and ethnicity
- Health and disability data
- Family-related data, e.g., marital status,
- Personal and health -related data for you and your family
- Trade union data
- Visa or work permit, citizenship, and proof of identity (eg: passport or birth certificate)
- Tax file number and Superannuation details
- Past employment, qualifications, referee reports
- Including any other information Get Cleaned; may require, as an employer.

Anyone who sends unsolicited to Get Cleaned Quality Cleaning Services by any means, e.g., mail, email, fax, expressly consents to the storage, destruction, processing, or disclosure of the data, as

well as any other reasonable business.

related use by Get Cleaned Quality Cleaning Services or any government agency of the unsolicited data.

Get Cleaned Quality Cleaning Services will not knowingly collect or use Personal Data in any manner not consistent with this Policy, as it may be amended from time to time, and applicable laws with the Privacy Act 1988 (Cth).

Because the Personal & Sensitive Information collected by Get Cleaned Quality Cleaning Services is necessary for business purposes, you are required to provide it. Your refusal or failure to provide the requested Personal & Sensitive Information may, therefore, disqualify you from employment with Get Cleaned Quality Cleaning Services or from receipt or enjoyment of certain Get Cleaned Quality Cleaning Services benefits.

Use of the Information We Collect

The primary purposes for collection, storage and/or use of your Personal & Sensitive Information include, but are not limited to:

- **Human Resources Management.** We collect, store, analyze, and share (internally) Personal & Sensitive Information to attract, retain and motivate a highly qualified workforce. This includes and not limited to - recruiting, compensation planning, succession planning, reorganization needs, performance assessment, training, employee benefit administration, compliance with applicable legal requirements, and communication with employees and/or their representatives.
- **Business Processes and Management.** Personal & Sensitive Information is used to run our business operations including, for example, scheduling work assignments, managing Get Cleaned Quality Cleaning Services assets, reporting and/releasing public data (e.g., Annual Reports, etc.); and populating employee directories. Information may also be used to comply with government regulation.
- **Safety and Security Management.** We use such Information as appropriate to ensure the safety and protection of employees, assets, resources, and communities.
- **Communication and Identification.** We use your Personal & Sensitive Information to identify you and to communicate with you.

Disclosure of Data

Get Cleaned Quality Cleaning Services acts to protect your Personal & Sensitive Information and ensure that unauthorized individuals do not have access to your Information by using security measures to protect Personal & Sensitive Information. We will not knowingly disclose, sell or otherwise distribute your Personal & Sensitive Information to any third party without your knowledge and, where appropriate, your express written permission, except under the following circumstances.

- **Legal requests and investigations.** We may disclose your Personal & Sensitive Information when such disclosure is reasonably necessary (i) to prevent fraud; (ii) to comply with any applicable statute, law, rule, or regulation; or (iii) to comply with a court order.
- **Third-party vendors and service providers.** We may, from time to time, outsource services, functions, or operations of our business to third -party service providers. When engaging in such outsourcing, it may be necessary for us to disclose your Personal & Sensitive Information to those service providers, e.g., a payroll service, a benefits provider. In some cases, the service providers may collect Personal & Sensitive Information directly from you on our behalf. We will work with any such providers to restrict how the providers may access, use, and disclose your Information.¹
- **Business Transfers:** During the term of your employment, we may buy other companies, create new subsidiaries or business units, or sell part or all Get Cleaned Quality Cleaning Services or its assets. It is likely that some or all your Personal & Sensitive Information will be transferred to another Get Cleaned Quality Cleaning Services as part of any such the transaction. However, your Personal & Sensitive Information will remain subject to protection outlined in the then current Privacy Policy and according with the Privacy Act 1988 (Cth).
- **Protection of Get Cleaned Quality Cleaning Services and Other.** We may release Personal & Sensitive Information when we believe release is necessary to comply with the law; enforce or apply our policies and other agreements; or protect the rights, property, or safety of Get Cleaned Quality Cleaning Services, our employees, or others. This disclosure will never, however, include selling, renting, sharing, or otherwise disclosing your Personal & Sensitive Information for commercial purposes in violation of the commitments set forth in this Privacy Policy.

Security of Your Personal & Sensitive Information

We employ reasonable security measures and technologies, such as password protection, encryption, physical locks, etc., to protect the confidentiality of your Personal & Sensitive Information. We may also keep hard copies of your Personal & Sensitive Information. Only authorized employees & management have access to Personal & Sensitive Information. If you are an employee with such authorization, it is imperative that you take the appropriate safeguards to protect such Information. Paper and other hard copy containing Personal & Sensitive Information (or any other confidential information) should be secured in a locked location when not in use. Computers and other access points should be secured when not in use by logging out or locking. Passwords and user IDs should be guarded and not shared. When no longer necessary for business purposes, paper and hard copies should be immediately destroyed using paper shredders or similar devices. Do not leave copies in unsecured locations waiting to be shredded or otherwise destroyed. Do not make or distribute unauthorized copies of documents or another

¹ *When using a third party provider to whom we must furnish your Personal & Sensitive Information , we will select reliable third parties and we will require them to enter into written agreements with Get Cleaned Quality Cleaning Services which will (i) specify the rights and obligations of each party; (ii) provide that the third party has adequate security measures in place to protect the Personal & Sensitive Information ; and (iii) the provider will only process Personal & Sensitive Information on the specific written instructions of Get Cleaned Quality Cleaning Services.*

tangible medium containing personal data. Electronic files containing Personal & Sensitive Information should only be stored on secure computers and not copied or otherwise shared with unauthorized individuals within or outside of Get Cleaned Quality Cleaning Services.

Get Cleaned Quality Cleaning Services will make reasonable efforts to secure Personal & Sensitive Information stored in hard-copy or transmitted electronically secure from hackers or other persons who are not authorized to access such Information.

Compliance with this Privacy Policy is important to Get Cleaned Quality Cleaning Services. Any violation or potential violation of this Policy should be reported to the Director of Human Resources. The failure by any employee to follow these privacy policies may result in discipline up to and including discharge of the employee. Any questions or suggestions regarding this policy may also be directed to the Director of Human Resources.

Updating and Accessing Your Personal Data

You must promptly inform us when changes occur in the Personal & Sensitive Information you have provided so that we can maintain accurate Information about you. Although you may update or change your Information, we may maintain such Personal & Sensitive Information previously submitted in historical archives.

Consequences of Breach of This Policy

Any employee found to be in breach of this policy will be subject to disciplinary action, up to and including termination of employment.

Any employee found to be in breach of this policy, due to serious misconduct, may also be subject to civil and/or criminal proceedings, dependent on the nature of the incident.

This Privacy Policy has been authorized by:



**George Garrett - Director
Get Cleaned Quality Cleaning Services**