



Data Protection Policy

As part of our day-day business we deal with information which pertains to individuals. Planned Resources shall comply with the provisions of The Privacy Act 1988 and is committed to carrying out our obligations of confidentiality. We work to the Australian Privacy Principles by:

1. APP 1 — Open and transparent management of personal information

A copy of this privacy policy can be found on our website or is available upon request and a link can be found to this statement on consultant's email signatures.

Initial inquiries relating to our Privacy Principles can be directed to the Office Manager at admin@plannedresources.com.au any escalation in matters will be handled by the director.

2. APP 2 — Anonymity and pseudonymity

We have deemed that storing information on our database anonymously isn't practical and would lead to the mis-handling of data.

Candidates can, if requested, be represented to clients anonymously.

3. APP 3 — Collection of solicited personal information

As part of a consultant's day-day role we are required to come into contact with personal information:

Initially: When we receive/update your resume and the initial conversations/interview notes we may take. We will only add candidates to our database if we feel their skillsets are relevant to the sectors we currently/intend to operate within.

As part of our due diligence: For example (but not limited to), we may seek proof of identity, visa status, qualifications, undertake references (with your permission), or be asked by an employer to undertake medical, criminal or competency checks.

If we place you: We will undertake feedback on your placement. If you work directly for Planned Resources on a temporary assignment we will require further sensitive information (such as your bank details) in order to pay you as the employer. This is stored on a separate password protected database and accessed only by the director and payroll manager. We may if required also hold information pertaining to your assignment such as workplace accident information.

4. APP 4 — Dealing with unsolicited personal information

Unsolicited information and information that does not directly relate to our dealings with you in our capacity of recruitment consultants will not be added to our database.



5. APP 5 — Notification of the collection of personal information

A copy of our privacy statement is available on the website, with a link contained in our email signatures to the privacy statement. Where practically possible candidates will be either verbally or electronically informed of our intention to add them to our database.

Candidates can opt out of being added to our database either at that time, or at any time post that by contacting admin@plannedresources.com.au

Where Planned Resources require additional sensitive information in our role as consultants we will verbally seek permission from candidates before collecting.

6. APP 6 — Use or disclosure of personal information

Planned Resources treat individuals confidentially seriously and will only reveal information for its primary purpose in our role as recruiters in our dealings with potential and actual employers and clients of Planned Resources; if dealing with a person with lawful entitlement (such as the police, workers compensation body) or where specifically directed to by the individual.

Planned Resources client base is predominantly Australian based. Where we have international roles we will contact candidates to seek their approval in disclosing their information.

As a boutique company Planned Resources utilise the services of reputable 3rd party providers to manage our IT/databases, these may be based overseas (America, Canada and NZ) but are on secured servers in protected facilities.

7. APP 7 — Direct marketing

We will not use the information we obtain from you for purposes other than its primary purpose in your dealings with us as recruitment consultants. This will primarily be to inform you about potential job opportunities that we feel could be of interest to you, although from time to time and on an infrequent basis we may seek your advice for referrals of candidates to other roles or to update you about changes to Planned Resources.

Should you wish to opt out of being called by us we can update you to a do not call register, or fully remove your details from our database. This can be done by emailing admin@plannedresources.com.au

We will not under any circumstances pass your details on to any 3rd party marketing organisations.

8. APP 8 — Cross-border disclosure of personal information

Currently Planned Resources are Melbourne based, covering roles within Victoria. Where we have roles outside of Victoria (either interstate or overseas) which require disclosing your information outside of Victoria we will seek your verbal consent before proceeding.

9. APP 9 — Adoption, use or disclosure of government related identifiers

Planned Resources will attempt not adopt or disclose any government related identifiers unless legally required to do so.

Identifiers relating to employment due diligence, (for example working with children's check or driving licence) will only be sought where specifically requested by the employer and verbal confirmation sought by Planned Resources prior to obtaining.

10. APP 10 — Quality of personal information

As most the information we obtain comes directly from the individual we deem it to be of high quality.

11. APP 11 — Security of personal information

Personal Information: Our database is password protected and only available to consultants and the director.

Sensitive Information: Only held on our payroll system and only accessible to the Office Manager and Director.

Data Breaches: Should we suffer a data-breach and identify the potential for harm to you we will notify you as soon as practically possible as well as take the necessary steps to prevent further breaches.

12. APP 12 — Access to personal information

Individuals have the right to see what information we hold on them at no cost to them and can do so via contacting the Office Manager – on admin@plannedresources.com.au

13. APP 13 — Correction of personal information

We encourage candidates to continually update their information with us as this will help consultants get a clearer understanding of your latest skillset. Information can be corrected to make it "accurate", 'up-to-date', 'complete', 'relevant' and 'not misleading'

In most instances Planned Resources will readily comply with alterations/additions/deletions. Planned Resources do however reserve the right to preserve information on our database relating to opinions (such as references and interview observations), where this occurs we will write to you to outline our reasoning and will give you the opportunity to have a personal statement aligned to the information outlining your permission.

We may need to maintain records for a significant period of time. However, when we consider information is no longer needed, we will remove any details that will identify you or we will securely destroy the records.



*** What is Personal Information?**

Personal Information is any information or opinions (whether true or not) about you. Typical personal information that we collect and hold about you will include things like contact details, your work experience and qualifications, information and opinions about your work performance (e.g. references) from previous employers, or any Planned Resources clients if you have been on temporary assignment for us.

**** What is Sensitive Information?**

Sensitive information is defined under law as a special category of personal information and includes things like race, political opinion, political or religious beliefs or opinions, memberships or associations, sexual preferences, criminal records, memberships to unions or trade associations, health or disability (at any time) and expressed wishes about future healthcare.

Sensitive information can, in most cases only be disclosed with your consent