

## Collection Notification Statement – Human resources

Leap Consulting (WA) Pty Ltd (ACN 109 043 236) trading as Leap Consulting and its Related Bodies Corporate (as defined by the provisions of the *Corporations Act 2001* (Cth)) (**Leap Consulting, we, us or our**) is committed to protecting the privacy of individuals and their personal information (including sensitive information) and complies with the *Privacy Act 1988* (Cth) (**Privacy Act**).

Please read this carefully as it will have important consequences for you in relation to the collection, use and disclosure of your personal information (including sensitive information) you provide to Leap Consulting.

You understand that:

1. Leap Consulting is the party who is collecting your personal information (including sensitive information) and can be contacted at [privacy@leapconsulting.com.au](mailto:privacy@leapconsulting.com.au) or alternatively you can write to us at Suite 18, Level 2, 420 Bagot Road, Subiaco WA 6008.
2. Leap Consulting will collect your personal information (including sensitive information) directly from you. In certain circumstances, Leap Consulting may be required to collect personal information (including sensitive information) from third parties such as recruitment agencies and referral partners.
3. The purpose of Leap Consulting collecting and using your personal information (including sensitive information) is:
  - (a) to process your application for employment or engagement;
  - (b) to assess your suitability for employment or engagement with Leap Consulting, including by conducting background checks, reference checks, criminal history checks, medical checks;
  - (c) to confirm your eligibility and qualifications for work in Australia;
  - (d) for dealings related to the employer/employee relationship or the contractor/principal relationship (as the case may be), including payment of salary or wages, superannuation payments, leave entitlements, and considering or assessing request for medical leave;
  - (e) to provide a safe working environment and monitoring systems, performance and time and usage and internet usage;
  - (f) to facilitate the administration and management of Leap Consulting; and
  - (g) to promote Leap Consulting or its services, such as on our website, social media or advertising,and you acknowledge and agree to your personal information (including sensitive information) being collected and used for, and in connection with, these purposes and any other purpose described in our Privacy Policy.
4. If we do not collect this personal information (including sensitive information) in connection with the purposes in paragraph 3, then:
  - (a) we may be unable to process your application for employment or engagement;
  - (b) depending on the omitted information, we may be unable to perform activities in connection with your employment or engagement, such as processing your pay or invoice, superannuation or leave entitlements (as applicable); and
  - (c) you may be unable to commence your employment or engagement with Leap Consulting.
5. Your personal information (including sensitive information) may be disclosed to the following classes of people and organisations in connection with the purposes in paragraph 3:
  - (a) Leap Consulting, its personnel and related entities;
  - (b) relevant superannuation fund;
  - (c) government agencies, including but not limited to the Australian Taxation Office, Centrelink and Child Support Agency;
  - (d) relevant worker's compensation organisation (e.g., WorkCover);
  - (e) third party referees provided by you in connection with an application for employment or engagement made to Leap Consulting;
  - (f) third party service providers (including IT service providers and payroll administration providers), if any;
  - (g) recruitment agents used in connection with your application with us;

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- (h) third parties in connection with the sale of any part of Leap Consulting's business or a company owned by a Leap Consulting entity;
  - (i) third party suppliers in connection with obtaining any background checks or pre-employment screening;
  - (j) Internet or general public, where reasonably expected to be used on website, social media or advertising;
  - (k) our customers, in connection with our provision of services (or proposal to provide services), where the customer requires the result of a background check or medical screening check for the relevant persons who perform the services or enter onto their premises;
  - (l) financial institutions for payroll purposes;
  - (m) organisations as required or authorised by law; and
  - (n) any other organisation as expressly covered in our Privacy Policy.
6. It is possible that some of the information collected via your enquiry may be disclosed to Leap Consulting's service providers outside of Australia. You **consent** to your information being disclosed to a destination outside Australia for this purpose, including but not limited to the United States, Canada and India, and you understand and acknowledge that Australian Privacy Principle 8.1 will not apply to such disclosures of your personal information (including sensitive information).
7. Leap Consulting's Privacy Policy sets out the process as to how you can access and correct any of your personal information (including sensitive information) collected under this form as well as to how you can make a complaint if Leap Consulting has breached the Privacy Act in the handling of your personal information (including sensitive information). Leap Consulting's Privacy Policy is available at <https://www.leapconsulting.com.au/privacy-policy-2/> or can be otherwise provided by requesting a copy from Leap Consulting.

By continuing with your application, you indicate that you have read this collection notification and acknowledge that your personal information (including sensitive information) will be collected, used and disclosed in accordance with this collection notice and as otherwise detailed in Leap Consulting's Privacy Policy and, to the extent it is necessary, that you give your **voluntary express consent** to Leap Consulting collecting, using, storing, disclosing and disposing of your personal information (including sensitive information) in this manner.