



PRIVACY POLICY

1. Purpose

Increw Group Solutions is committed protecting your privacy and handling personal information in a responsible and secure way. We comply with the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles (APPs)**.

This Privacy Policy explains how we collect, use, store and disclose personal information about job seekers, workers, clients, contractors and website users. By providing us with your personal information, you agree to how we handle it as outlined in this Policy.

2. Information We Collect

We may collect personal information such as:

- Your name, contact details, address and date of birth
- Resume, work history, qualifications and education
- Job applications and interview information
- Identification documents and right-to-work information
- Licences, tickets and certifications
- Reference checks and background screening results
- Bank and tax details (for payroll purposes, if employed)
- Health or medical information (only where required for work or safety)
- Website usage data such as cookies, IP address and device information

We generally collect this information directly from you, but may also collect it from referees, previous employers, recruitment systems, government agencies or publicly available sources where appropriate.

We will only collect **sensitive information** (such as health or background information) where it is necessary and with your consent, unless required or authorised by law.

3. Why We Collect Your Information

We collect and use your personal information to:

- Assess job applications and suitability for roles
- Provide labour hire and recruitment services

POL-005	Privacy Policy		
Version 1	Effective Date: 10.06.26	Review Date: 10.06.27	1 of 4



PRIVACY POLICY

- Match workers with clients
- Manage employment and payroll (if applicable)
- Conduct reference and background checks
- Meet workplace health and safety requirements
- Communicate with you about jobs and opportunities
- Manage our business operations and improve services
- Comply with legal and regulatory obligations

4. How We Use Your Information

We only use your personal information for the reason it was collected, or where reasonably related to our services.

This may include:

- Recruitment and placement services
- Payroll and employment administration
- Client communication and workforce management
- Compliance, reporting and legal obligations
- Marketing or job updates (you may opt out at any time)
- Website and service improvement

5. Disclosure of Information

We may disclose your personal information to:

- Clients seeking workers through our labour hire services
- Referees and background check providers
- Payroll, superannuation and IT service providers
- Government agencies, regulators or law enforcement (where required)
- Our professional advisers (such as legal or accounting services)
- Related service providers assisting our business operations

We only disclose information where it is necessary for our services, required by law, or with your consent. We require third-party service providers to protect your information and only use it for the intended purpose.

POL-005	Privacy Policy		
Version 1	Effective Date: 10.06.26	Review Date: 10.06.27	2 of 4



PRIVACY POLICY

6. Storage and Security

We take reasonable steps to protect your personal information from:

- Misuse or loss
- Unauthorised access
- Modification or disclosure

Your information is stored in secure electronic systems and protected databases. When we no longer need your personal information, we take reasonable steps to destroy or de-identify it unless we are legally required to keep it.

7. Access and Correction

You may request access to your personal information at any time. You may also request corrections if you believe it is inaccurate, incomplete or out of date. Requests should be made in writing, and we may need to verify your identity before providing access.

8. Keeping Your Information Up to Date

We aim to keep all personal information accurate and current. Please let us know if your details change so we can update our records.

9. Overseas Disclosure

In some cases, we may use service providers who store or process data outside Australia. Where this occurs, we take reasonable steps to ensure your information is protected in line with Australian privacy standards.

10. Complaints

If you believe we have breached your privacy, you can contact us and we will investigate your complaint. If you are not satisfied with our response, you may contact the **Office of the Australian Information Commissioner (OAIC)**. You may obtain further information regarding privacy issues in Australia by visiting the Australian Federal Privacy Commissioner's Site at www.privacy.gov.au.

11. Changes to This Policy

POL-005	Privacy Policy		
Version 1	Effective Date: 10.06.26	Review Date: 10.06.27	3 of 4



PRIVACY POLICY

We may update this Privacy Policy from time to time.

POL-005	Privacy Policy		
Version 1	Effective Date: 10.06.26	Review Date: 10.06.27	4 of 4