The BelRose Group Privacy Policy

About this Policy

The BelRose Group respects the privacy of individuals and is committed to protecting personal information in accordance 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 in connection with our people and culture services.

By engaging with The BelRose Group, individuals consent to the handling of their personal information as set out in this Privacy Policy.

Collection of Personal Information

The BelRose Group collects personal information that is reasonably necessary for one or more of its functions or activities.

The type of information that The BelRose Group collects and holds may depend on your relationship with The BelRose Group. For example:

- **Prospective Employees or Candidates:** if you are someone seeking employment with The BelRose Group or the BelRose Group's clients, The BelRose Group may collect and hold information including your name, address, email address, contact telephone number, gender, age, employment history, references, resume, medical history, emergency contact, taxation details, qualifications and payment details.
- **Client:** if you are a client of The BelRose Group, The BelRose Group may collect and hold information including your name (including name prefix or title), contact details (such as your postal address, email address and phone number(s)), nationality, identification, gender, organisation, business interests, employment, positions held, billing and financial information (such as billing address, bank account and payment information) and enquiry/complaint details. We may also collect personal information about your other dealings with us and our clients, including any contact we have with you in person, by telephone, email or online.
- **Supplier:** if you are a supplier of The BelRose Group, The BelRose Group may collect, hold, use and disclose information including your name, address, email address, contact telephone number, business records, billing information, information about goods and services supplied by you.
- **Referee:** if you are a referee of a prospective employee, or a referee of a candidate who we hold information for, The BelRose Group may collect and hold information including your name, contact details, current employment information and professional opinion of the prospective employee.
- **Sensitive information:** The BelRose Group will only collect sensitive information where you consent to the collection of the information (unless one of the exceptions to the APPs apply) and the information is reasonably necessary for one or more of The BelRose Group's functions or activities. Sensitive information includes, but is not limited to, information or an opinion about racial or ethnic origin, political opinions, religious beliefs, philosophical beliefs,

membership of a trade union, sexual preferences, criminal record, health information or genetic information.

- By providing this information to use, or consenting to a third party (such as your employer or a recruitment client) providing that information to us, you consent to our collection and use of that information as set out in this Privacy Policy.

Use and Disclosure of Personal Information

We use personal information to:

- Provide recruitment, scribing, transcribing, human resources, industrial relations, and governance services
- Communicate with clients, candidates, and stakeholders
- Manage business operations and improve service delivery
- Meet contractual, legal, and regulatory obligations

We may disclose personal information to:

- Clients, for the purpose of recruitment, governance, and people services
- Service providers engaged to support our operations, including IT, payroll, and cloud-based systems
- Government agencies, regulators, or law enforcement where required or authorised by law
- Other parties with the individual's consent

We do not sell or rent personal information.

Storage and Security

We hold personal information in both electronic and hard copy formats. We take reasonable steps to protect this information from misuse, interference, loss, unauthorised access, modification, or disclosure.

These measures include secure systems, restricted access, confidentiality agreements, and staff training in privacy obligations.

Overseas Disclosure

Some of our third-party service providers may store or process personal information overseas. Where this occurs, we take reasonable steps to ensure that the recipients protect the information in a manner consistent with the APPs.

Access and Correction

Individuals have the right to request access to the personal information we hold about them and to request corrections if the information is inaccurate, incomplete, or out of date.

Requests should be directed to the contact details below. We may require verification of identity before providing access or making changes.

Complaints

If an individual believes their privacy has been breached, they can contact us using the details below. We will investigate the matter and respond within a reasonable timeframe. If the concern is not resolved, individuals may refer the matter to the Office of the Australian Information Commissioner (OAIC).

In the event of an unintentional privacy breach The BelRose Group will:

- Contact the individual/s concerned and explain what happened and how the breach occurred; and
- Clearly advise the individual/s what personal information was exposed or compromised and detail the actions The BelRose Group is taking to contain the breach, reduce the harm and prevent future incidents

Contact Us

For questions, requests, or complaints about this Privacy Policy or our handling of personal information, please contact:

The BelRose Group
Email: Support@BelRoseGroup.com.au
Phone: 1300 308 707
Website: www.BelRoseGroup.com.au

Updates to this Policy

We may update this Privacy Policy from time to time to reflect changes in law, technology, or business operations. The most current version will always be available on our website.

The BelRose Group – Privacy Collection Notice

The BelRose Group collects personal information in order to provide people and culture services, including recruitment, scribing, human resources, industrial relations, governance, and advisory support.

We may collect personal information directly from you, or from third parties such as referees, previous employers, or publicly available sources. In some cases, we may collect sensitive information where it is relevant to the services we provide.

We use and disclose your personal information for the purpose of delivering our services, managing our business operations, and meeting legal or regulatory obligations. We may share your information with clients, service providers, or government bodies where required, and some service providers may store information overseas.

If you choose not to provide your personal information, we may not be able to deliver the services you have requested or considered you for a role.

Our **Privacy Policy** explains how we collect, use, store, and disclose personal information, as well as how you may access and correct your information or make a privacy complaint.

For further information, please refer to our Privacy Policy at www.BelRoseGroup.com.au or contact us at:

The BelRose Group
Email: Support@BelRoseGroup.com.au
Phone: 1300 308 707

*The BelRose Group handles personal information in accordance with this **Privacy Policy.** By providing your details, you consent to this collection, use, and disclosure.*

v.10 dated: September 2025