

UniLodge Australia Pty Ltd (ACN 078 921 169) and its related bodies corporate (**UniLodge**) are committed to protecting the privacy of individuals and their personal information or personal data (as defined in the *Privacy Act 1988* (Cth) (**Australian Privacy Act**) or the New Zealand Privacy Act 1993 (**NZ Privacy Act**), together the **Privacy Law**, in respect of individuals within Australia or New Zealand, as the case may be) or personal data (as defined in the *General Data Protection Regulation (GDPR)* in respect of individuals in the EU).

Please read this carefully as it will have important consequences for you in relation to the collection, use and disclosure of your personal information or personal data provided to UniLodge.

You understand that:

1. UniLodge is the party who is collecting your personal information or personal data. You can contact us by email at [info@Unilodge.com.au](mailto:info@Unilodge.com.au), or alternatively you can write to us at GPO Box 2481, Brisbane, Qld, 4001 Australia.
2. UniLodge will collect your personal information or personal data directly from you. In certain circumstances, UniLodge may be required to collect personal information or personal data from third parties such as, your financial institution, superannuation fund, referees, medical service providers or emergency services, UniLodge's contractors, agents, partners, resellers, suppliers or other companies who may be involved in the services provided by UniLodge.
3. UniLodge is collecting your personal information or personal data for the purpose of your employment or engagement with UniLodge, including but not limited to:
  - (a) processing your application for employment or engagement;
  - (b) processing your pay (including taxation payments), superannuation/KiwiSaver payments, leave entitlements, and other functions and activities associated with your employment or engagement with UniLodge, including but not limited to any social club activities and employee benefits program;
  - (c) administering onsite medical treatment, if required;
  - (d) contacting your next of kin in the case of emergency;
  - (e) communicating with you in relation to your employment or engagement with UniLodge; and
  - (f) any other activities which are reasonably necessary in relation to your employment or engagement with UniLodge,

and you acknowledge and agree to your personal information or personal data being collected and used for, and in connection with, these purposes and any other purpose described in UniLodge's Privacy Policy.

4. In some instances UniLodge may collect personal information or personal data from you which is unsolicited. To the extent reasonable, UniLodge will delete or de-identify any unsolicited personal information or personal data. However, due to the nature of UniLodge's IT system, if you use UniLodge's IT system to send or receive personal emails UniLodge will be unable to remove any personal information or personal data which is backed up and stored on UniLodge's servers. You acknowledge and you agree to your personal information or personal data being collected and stored by UniLodge as described above.
5. If UniLodge does not collect this personal information or personal data in connection with the purposes in paragraph 3, then:
  - (a) depending on the omitted information, UniLodge may be unable to perform activities in connection with your employment or engagement, such as processing your pay or invoice, superannuation/KiwiSaver or leave entitlements (as applicable); and
  - (b) you may be unable to commence your employment or engagement with UniLodge.
6. Your personal information or personal data may be disclosed to the following classes of people and organisations for the purposes in paragraph 3:
  - (a) UniLodge, its personnel and related entities;
  - (b) your financial institution and UniLodge's financial institution;
  - (c) third parties, such as third party referees, recruitment agencies, insurance companies, employee benefit service providers, relevant Worker's Compensation organisation (e.g. WorkCover, Alliance, ACC etc);
  - (d) government agencies, including but not limited to the Australian Taxation Office, Centrelink, the Department of Human Services, the New Zealand IRD and the New Zealand Ministry of Social Development and other government departments;

- (e) third party parties in connection with obtaining any background checks and pre-employment screening;
  - (f) our contractors, agents or third party providers of UniLodge who may be involved in the goods and services provided by UniLodge; and
  - (g) any other organisation set out in UniLodge's Privacy Policy.
7. It is possible that some of the information collected for the purpose of your employment or engagement by UniLodge may be disclosed to UniLodge's related bodies corporate or service providers outside of Australia or New Zealand, as the case may be. You **consent** to your information being disclosed to a destination outside Australia or New Zealand (whichever applies) for this purpose, and you understand and acknowledge that Australian Privacy Principle 8.1 or the NZ Privacy Act will not apply to such disclosures of your personal information or personal data outside the relevant jurisdiction.
8. UniLodge's Privacy Policy sets out the process as to how you can access and correct any of your personal information collected for the purposes outlined in paragraph 3, as well as to how you can make a complaint if UniLodge has breached the Privacy Law in the handling of your personal information. UniLodge's Privacy Policy is available at <https://www.unilodge.com.au/privacy-policy> or you can request a copy from UniLodge at the contact details in item 1 above.

### GDPR obligations

If you are a resident of the European Union and we collect personal data from you, the following additional information applies to you:

9. UniLodge is a "data controller" (as that term is defined in the GDPR), and is responsible for processing your personal data in the furtherance of the prospective or ongoing engagement of you by UniLodge in an employment or contractor capacity.
10. We will store your personal data collected in accordance with this statement until the expiry of:
- (a) 7 years from the date of termination of your engagement or employment with us; and
  - (b) where you apply for employment or engagement by us but are not successful in that application, 12 months from the date you receive UniLodge's decision.
11. We may transfer your personal data to our related entities in Australia or New Zealand (as the case may be), and this transfer is protected by contractual obligations between UniLodge and each of these entities safeguarding the security of your personal data.
12. Under the GDPR, you are entitled to:
- (c) **(access)** request access to your personal data held by UniLodge;
  - (d) **(rectification)** request to update or rectify any of the personal data that UniLodge holds about you by contacting us at the details specified above and request personal data updates;
  - (e) **(erasure)** request that we erase your personal data that UniLodge holds, where that data is no longer required for the purpose for which it was collected;
  - (f) **(restriction on processing)** obtain from UniLodge a restriction on processing of your personal data where:
    - (1) the accuracy of the personal data is contested;
    - (2) the processing by UniLodge of the personal data is unlawful (and you oppose erasure but request restriction of use);
    - (3) UniLodge no longer needs your personal data; or
    - (4) you have objected to processing pursuant to your right to object under Article 21(1) of the GDPR;
  - (g) **(data portability)** request that UniLodge:
    - (1) provides you with a copy of the personal data that UniLodge holds about you in a portable and machine readable form; or
    - (2) share your personal data with a nominated third party.
13. UniLodge does not engage in any automated decision-making (such as profiling) in respect of your personal data.
14. If you have any concerns in relation to UniLodge's collection or processing of your personal data pursuant to this statement, then you also have a right to complain to the data protection

authority [http://ec.europa.eu/justice/data-protection/bodies/authorities/index\\_en.htm](http://ec.europa.eu/justice/data-protection/bodies/authorities/index_en.htm) in your EU country (within the meaning of the GDPR).

**Note:** This statement is not a term of your employment contract and is not contractually binding on UniLodge. It is a statutory document prescribed under the Privacy Law and GDPR, and will apply in connection with your employment or engagement with UniLodge.