

Privacy Collection Notice	
Who we are	Your personal information is being collected by The Transformation Group Pty Ltd (TTG) ACN 634 381 490 of Level 7, 10 Spring Street, Sydney NSW 2000
Contact details:	<p>Privacy Officer</p> <p>E: privacy@thetransformationgroup.com.au</p> <p>CC: daniel.coppel@thetransformationgroup.com.au</p>
What is in this notice?	<p>This notice describes how we collect, hold, use, and share your personal Information.</p> <p>It includes:</p> <ul style="list-style-type: none"> • The kinds of Personal Information we collect; • The reasons we collect and use that information; • Who we share your information with; and • How to access our Privacy Policy or contact us about our privacy practices. <p>You should also read the terms and conditions for any services we offer. These terms may contain more information about the ways we collect, hold, use, and share personal information for those services.</p>
What is Personal Information?	Personal Information includes information or an opinion about an individual that identifies or can be used to reasonably identify them. This can include a person's name, age, gender, postcode, and Sensitive Information (such as criminal history information).

<p>What information we collect?</p>	<p>We may collect your Personal Information (including Sensitive Information) directly from you, your representative, or a third party, or from a publicly available source or a source which we have access, and your information can be extracted. The Personal Information we collect may include, but not limited to:</p> <ul style="list-style-type: none"> • information about your identity, such as your name and contact details (including your email and mobile number); • Employee record information including information on your past job history (from you or a third party); • information about your personal circumstances (e.g. marital status, age, gender, occupation, accommodation and relevant information about criminal history, credit history and working rights); • government identifiers (e.g. Tax File Numbers, Australian Business Numbers); • information contained in identity documents (for example your driver's licence or passport); and • photographic or media material's depicting you. <p>If you give us information about others, you must have authority to do so and tell them what is in this notice.</p>
<p>Why is your Personal Information being collected?</p>	<p>The purpose of collecting your Personal Information is to:</p> <ul style="list-style-type: none"> • to confirm your identity and manage our relationship with you, including contacting you about any changes to services we have provided you. • to identify, manage and minimise security risks and prevent fraud, scams, and other authorised activities. • to appropriate assess and provide you with our services recruitment, consulting, and specialised placement services. • to meet legal obligations. • to improve and manage the services we provide. • for any other purpose you consent to or opt-in. • to process applications for jobs that you have applied for through or with us. <p>for any other purpose set out in our Privacy Policy.</p>

What would happen if your Personal Information was not collected?	<p>If you don't provide or if we are unable to collect your information, or the information you give us is inaccurate or incomplete, we may not be able to provide you with our services effectively and to the best of our ability. We also legally required to obtain your Personal Information when assessing and providing our services, this also includes when we first consider engaging you or you engage us; or you may be considered as a possible candidate per our client's criteria.</p>
To whom will your Personal Information be disclosed?	<p>The information we hold about you will be shared with our associated business entities, partners, and clients.</p> <p>Where you have provided us with express consent to share your Personal Information, we may share such information consistent with your instructions and in any other circumstance consistent and permitted by law.</p> <p>We may use services or provide our services to entities located overseas or entities which may have parts of their operations outside of Australia. As a result, your Personal Information may be disclosed to overseas recipients. All entities that have access to Personal Information held by us are required to keep the information confidential and not to make use of it for any purpose other than the permitted purpose related to their engagement with us.</p>
Access to and correction of Personal Information and complaints	<p>Please refer to our Privacy Policy www.talenza.com.au/privacy-policy for information on how to access, complain or request an amendment of your personal information. If you cannot access the digital version of our Privacy Policy, please ask one of our staff for a copy.</p>

Revision History

VERSION	DATE OF REVISION	UPDATED BY	DESCRIPTION OF CHANGE
1.0	2023-10-24	Kate Gaqui	Initial draft
1.1	2024-09-20	Kate Gaqui	Rebrand
2.0	2024-09-30	Daniel Coppel	Review and minor changes