

Privacy Collection Notice	
Who we are	Your personal information is being collected by Talenza Pty Ltd, Talenza QLD Pty Ltd, Talenza VIC Pty Ltd or Tranzformd Pty Ltd, each a member of The Transformation Group (together, "TTG", "we" or "us"), of Level 7, 10 Spring Street, Sydney NSW 2000. Information collected by one member of TTG may be held in shared systems and used by other members of TTG to provide our services.
Contact details	Privacy Officer E: privacy@thetransformationgroup.com.au CC: dan@thetransformationgroup.com.au
What is in this notice?	This notice describes how we collect, hold, use and share your Personal Information. It includes: • 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. 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.
What is Personal Information?	Personal Information includes information or an opinion about an individual that identifies them or can reasonably be used to identify them. This can include a person's name, age, gender, postcode and Sensitive Information (such as criminal history information).

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What information do we collect?

We may collect your Personal Information (including Sensitive Information) directly from you, your representative or a third party, or from a publicly available source. The Personal Information we collect may include, but is not limited to:

- 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 materials depicting you.

If you give us information about others, you must have authority to do so and tell them what is in this notice.

Why is your Personal Information being collected?

We collect your Personal Information:

- 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 unauthorised activities;
- to appropriately assess and provide you with our recruitment, consulting and specialised placement services;
- to process applications for jobs that you have applied for through or with us;
- to meet legal obligations;
- to improve and manage the services we provide;
- for any other purpose you consent to or opt in to; and
- for any other purpose set out in our Privacy Policy.

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What would happen if your Personal Information was not collected?

If you don't provide your information, or we are unable to collect it, 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 are also required to collect certain information under Australian law, including tax file numbers under the Taxation Administration Act 1953, superannuation details under the Superannuation Guarantee (Administration) Act 1992, right to work information under the Migration Act 1958, and information required under work health and safety and labour hire licensing laws.

To whom will your Personal Information be disclosed?

The information we hold about you will be shared with members of TTG, our partners and our clients.

Where you have provided us with express consent to share your Personal Information, we may share it consistent with your instructions, and in any other circumstance consistent with and permitted by law.

Personal Information we hold is stored in Australia. Some members of our team are based in the Philippines and may access Personal Information to help us provide our services. As a result, your Personal Information may be disclosed to recipients in the Philippines. Where this occurs, we take reasonable steps to protect your Personal Information from unauthorised access, disclosure, misuse or loss. We do not otherwise disclose Personal Information to overseas recipients.

Access, correction and complaints

Please refer to our Privacy Policy at talenza.com.au/privacy-policy for information on how to access or correct your Personal Information, or make a complaint. If you cannot access the digital version of our Privacy Policy, please ask one of our staff for a copy.

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
2.1	2025-10-07	Daniel Coppel	Contact details updated
2.2	2026-10-20	Daniel Cobelli	Collecting entities updated; overseas disclosure aligned with Privacy Policy V3.3; contact details updated; laws requiring collection specified; minor corrections