



PRIVACY POLICY: J2S PTY LTD

The National Privacy Principles established by the Privacy Act 1988 apply to The J2S GROUP LTD.

Personal information that we collect and hold usually falls into the following categories:

- Candidate Information submitted and obtained from the Candidate and other sources in connection with applications for work or training courses
- Work performance information; reference check information
- Information about incidents in the workplace / training room
- Staff information;
- Information submitted and obtained in relation to absences from work or courses due to leave, illness or other causes;
- Information obtained to assist in managing client and business relationships

We primarily hold personal information for the following:

- Placement operations
- Recruitment
- Staff Management
- Training
- Client and business relationship management
- Marketing

DISCLOSURES

We may disclose your personal information for the purposes for which it is primarily held or for a related secondary purpose. In some cases we may only disclose information with your consent. We may disclose your personal information where we are under a legal duty to do so, including circumstances where we are under a lawful duty of care to disclose information.

CONTRACTORS

We contract out a number of services from time to time. Our contractors may see some of your personal information. Typically our contractors would include:

- Training professionals
- Partner or affiliated recruitment companies
- IT service professionals

COMPLAINTS POLICY

If you have a problem with or complaint about J2S PTY LTD, you may report it to any staff member. They will record your concerns so they can be dealt with confidentially and promptly. We suggest you see someone you know. You can also record your complaint on a Suggestion or Complaints Form, available from administration staff.

You can also make complaints to the Office of the Federal Privacy Commissioner.

ACCESS

Subject to some exceptions that are set out in the National Privacy Principles, you can gain access to the personal information that we hold about you.

OH&S

J2S PTY LTD has a duty to ensure the health, safety and welfare of all employees, students and visitors. During an orientation session on your first attendance you will be given information on what to do in case of an emergency or if you are injured and require first aid. All of our courses include instruction and training on occupational health and safety relevant to your training.

To help us provide a safe environment for all staff and students, occupational health and safety legislation also reinforces your duty to take reasonable care for the health and safety of others. You must not interfere with or misuse anything provided for you in the interest of health and safety. You should report any safety issues or concerns to your trainer or supervisor as soon as practicable.



Productivity Places Program

ANTI-DISCRIMINATION

Discrimination means treating someone differently because they happen to belong to a particular group of people. Many types of discrimination are against the law. It is unlawful to discriminate against people on the grounds of:

- who you are related to or who you associate with;
- age;
- carers' responsibilities (caring for or supporting a child or other immediate family member);
- disability;
- homosexuality (gay or lesbian or someone thinks you are gay or lesbian);
- marital status;
- race (including colour, ethnic or ethno-religious background, descent or nationality);
- sex (including sexual harassment or pregnancy); and
- transgender.

It is against the law to incite vilification on the grounds of race, homosexuality, HIV/AIDS or transgender.

LEGAL

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