



Privacy Collection Policy

globalpayments

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1. Valuing your privacy at Global Payments AU/NZ

Your privacy is important to us. This statement outlines the Global Payments AU/NZ policy on how we collect information, including personal information, and how we maintain, use and disclose that information. This policy applies to all recruitment operations within the following companies in Australia and New Zealand (collectively referred to as “Global Payments AU/NZ”), including visitors to our website:

- Ezidebit Pty Ltd;
- Web Active Corporation Pty Ltd (eWAY);
- Storman Software Pty Ltd;
- Ezidebit NZ Limited;
- eWAY New Zealand Limited; and
- Storman Software Limited.

It is the policy of Global Payments AU/NZ to respect the confidentiality of information and the privacy of individuals. Global Payments AU/NZ is bound by the Australian Privacy Principles (APP) contained in the Privacy Act 1988 (as amended) (Cth) in Australia; and by the Information Privacy Principles (IPP) contained in the Privacy Act 1993 in New Zealand.

2. Related external documents

[Privacy Act 1998 \(Cth\)](#) (Australia)

[Privacy Act 1993](#) (New Zealand)

3. Collection of personal information

3.1. What kinds of personal information do we collect and hold?

The type of information that we typically collect and hold will vary depending on our relationship with you. These relationships are generally categorised as either:

- Candidates - include all individuals who approach us, or who are engaged by us in the process of seeking or performing work with us;
- Referees - include all individuals who we contact in evaluating our candidates' capabilities and suitability for employment.

3.1.1. Candidates

We collect your personal information as reasonably necessary for us to determine your suitability to work at Global Payments AU/NZ. The main types of personal information we collect about you as a candidate are:

- Your name and contact details, including your address, email address and phone numbers;
- Information in your cover letter, resume and application forms including your skills, qualifications, work history, references, goals and interests;
- Details of your work rights in Australia, New Zealand and other countries;
- Information documenting your work history with us;
- Aptitude and psychological assessment results;
- The results of police checks, working with children checks or other background checks;
- Medical reviews or assessments of you; and
- Other information that you, your referees or our external recruitment agencies provide to us, including personal feedback and notes of our interactions with you and/or others in relation to your suitability for work at Global Payments AU/NZ.

3.1.2. Referees

If you are a referee we collect information that is reasonably necessary for us to determine a candidate's suitability for work at Global Payments AU/NZ. The main types of information we collect about referees are:

- Your contact details including your address and telephone numbers;
- Details of your job title/description; and
- Your confidential opinions about a candidate and their suitability for work at Global Payments AU/NZ.

3.1.3. Sensitive Information

Sensitive information is a special category of personal information under the Privacy Acts. It is information or opinions about you, including:

- Racial or ethnic origin;
- Political opinions;
- Memberships of a political association or religious beliefs, affiliations or philosophical beliefs;
- Memberships of a professional or trade association or membership of a trade union;
- Sexual preferences or practices;
- Criminal record;
- Health or disability (at any time); and
- Expressed wishes about the future provision of health services.

3.2. How your information will be collected

We may collect personal or sensitive information about you when:

- You complete our “submit your CV online form”;
- You apply for a listed vacancy through job advertisement channels;
- You apply for a listed vacancy directly to Global Payments AU/NZ;
- We receive a reference in relation to your suitability to work at Global Payments AU/NZ;
- We receive the results of any competency, medical test or any background check, including credit and criminal record checks;
- We receive any complaint or other information from or about you in the workplace;
- We receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you were involved;
- We receive any information about a workplace accident in which you are involved;
- We collect information about you from public domain sources; and
- You provide us with any additional information about you.

3.3. Purpose and use

Your personal and sensitive information may be used in connection with:

- Your actual or possible employment engagement;
- Checking your work rights status with any government department or body (or their agents);
- Undertaking directly or through an agent criminal reference checking with relevant government agencies including credit checks for positions in New Zealand involving significant financial risk and otherwise as permitted by law;
- Payment for work completed on a temporary/contract assignment;
- Following up with you to offer you employment or ascertain your availability for employment;
- Your performance appraisals;
- Our assessment of your ongoing performance and prospects;
- Any test or assessment (including medical tests and assessments) that you might be required to undergo;
- Our identification of your training needs;
- Any workplace rehabilitation;
- Our management of any complaint, investigation or inquiry in which you are involved;
- Any insurance claim or proposal that requires disclosure of your personal or sensitive information; and
- Quality assurance audits, quality and service evaluations, fulfilling legal requirements and conducting confidential systems maintenance and testing.

4. Disclosures

We may disclose your personal information (including to trusted third parties) 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. Your personal and sensitive information may be disclosed to:

- Global Payments Inc employees and potential employers located within Global Payments Inc worldwide locations (and any other countries where Global Payments Inc may undertake business services in the future) regarding possible or actual employment;
- Referees;
- External providers of online training and induction. For example, mandatory online Workplace Health and Safety Inductions and background checking agencies;
- Third party contractors for the purposes of assisting us to store your details, and/or to improve and communicate the services we offer you including;
 - providing us with specialised, efficient database management and development and storage; and
 - assisting with the provision of marketing communications to you. Such service providers/contractors may be based outside of Australia and New Zealand. Your information will be stored on secure servers that are protected in controlled facilities and your information will only be used for the purpose of providing services to Global Payments AU/NZ. Where we transfer information to persons outside Australia and New Zealand we take reasonable steps to ensure that the recipients of such information do not breach the Privacy Act 1998 (as amended) (Cth) and Privacy Act 1993 in relation to that information;
- Our insurers;
- A professional association or registration body that has a legitimate interest in the disclosure of your personal and sensitive information;
- A Workers Compensation body; and
- Any person with a lawful entitlement to obtain the information.

5. Cookies

Cookies are small pieces of information, stored in simple text files, placed on your computer by a website. Some cookies can be read by the website on your subsequent visits. The information stored in a cookie may relate to your browsing habits on the web page, or a unique identification number so that the website can 'remember' you on your return visit. Other cookies are deleted when you close your browser and only relate to the working of the website. Cookies may be set when you first visit our website.

Most browsers allow you to turn off cookies or to customise your settings for cookies. To find out how to do this, see the 'Help' menu on your browser. Please note that if you turn off cookies or change your settings, some features of our website may not work correctly. In many cases, the tools used on our website record information in a way that does not identify you as an individual. In other cases, information may be personal information in which case this Privacy Collection Policy will apply. Section 3.3 of this Privacy Collection Policy provides examples of when personal information may be collected through our Website.

6. Storage of personal information

Safeguarding the privacy of your information is important to us, whether you interact with us personally, by phone, mail, over the internet or other electronic medium. We hold personal information in a combination of secure electronic storage facilities, paper-based files and other records.

We take such steps as are reasonable in the circumstances to protect the personal information we hold from misuse, interference and loss, unauthorised access, modification or disclosure. All staff are bound by a

confidentiality agreement regarding company and customer information and visitors to our premises are always accompanied by a member of staff for the duration of the visit.

We use secure methods to destroy or de-identify personal information as soon as the law permits and provided that the information is no longer needed by us. When you advise us that you are no longer looking for work opportunities and therefore do not wish to be registered with us, we will de-identify your database record and destroy your personal information, unless you advise us otherwise or unless it is a requirement by law such as retained tax/wages information

7. Direct Marketing Policy

We may sometimes use personal information for marketing purposes but only in the following ways:

- we will contact candidates while they are registered with us with updates in relation to employment opportunities, market information and promotions from time to time; and
- we will send subscribers to our website news and job alerts

When sending direct marketing material we will give you the option as to whether or not you wish to receive further marketing communications and we will remain compliant with anti-spam legislation. Personal information is not used by or disclosed to any third party for marketing purposes.

8. Gaining access personal information

Subject to some exceptions, you have a right to see and have a copy of personal and sensitive information about you that we hold.

If you are able to establish that personal or sensitive information that we hold about you is not accurate, complete and up-to-date, we will take reasonable steps to correct it so that it is accurate, complete and up-to-date.

If you wish to exercise your rights of access and correction, please refer to the contact details outlined in section 10.

8.1. Information provided by referees

If you are a candidate, information provided by referees about you can be given on a confidential basis. Accordingly, disclosing the opinions given by a referee may have an unreasonable impact on the privacy of those individuals. If referees or clients provide information about you on a confidential basis, you may not access this information, and we will not be able to share it with you without the consent of the referee.

9. External sites

External sites that are linked to or from the Global Payments AU/NZ website are not under our control and you are advised to review their Privacy Statement. Users should note there are inherent risks associated with the transmission of information via the Internet and you should therefore make your own assessment of the potential risk to the security of your information.

10. Enquiries and Complaints

You can make enquiries, requests to access/delete or correct your information, or complain about alleged breaches of the Privacy Act 1998 (Cth) and Privacy Act 1993 to our Human Resources department.

Telephone: (07) 3124 5500

Email: hr@ezidebit.com.au

Fax: (07) 3124 5555

Post: Att: Human Resources Department

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