

TYPES OF PERSONAL INFORMATION HELD

- Candidate information submitted and information collected during registration; may include name, date of birth, contact details, qualifications, work history, skills, resume, income, drivers licence details, performance assessment results, vocational preferences.
- Information submitted and obtained in relation to illness, leave or other causes.
- Information related to workplace incidents.
- Information we receive from your referees.
- Business details including contact details, contract conditions, staffing requirements.
- Financial information including payment records, payment history, bank account and credit card details, next of kin.
- Apprentice / Trainee training details including; training contracts, college results, monitoring reports

HOW WE USE YOUR INFORMATION

- Provision of our services relating to recruitment, placement, monitoring, management and training of our apprentices and trainees
- Processing and assessing employment applications and matching to our Host Business vacancies
- Evaluation of credit worthiness and for fraud
- Processing pays and payment of accounts
- Assessing and understanding the needs of our Host Businesses and Apprentices / Trainees and tailoring our services to meet those needs
- Satisfying our notification and reporting requirements to Department of Employment and Training
- Meeting our legal and regulatory requirements

FOR MORE INFORMATION

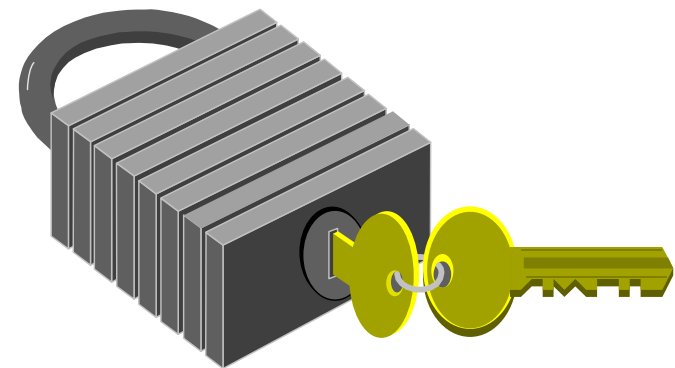
If you have any questions in relation to the privacy of your information please feel free to contact our Head Office:

TORGAS Inc.
439 Bayswater Road
GARbutt QLD 4814

T: 07 4759 0000
F: 07 4759 0011



PRIVACY POLICY

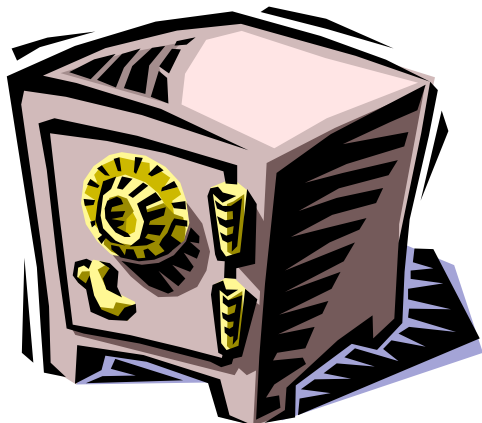


OUR POLICY

Our privacy policy has been implemented and maintained to ensure we at TORGAS Inc. protect the trust you place in us when providing us with your personal details.

TORGAS Inc. requires the collection of your personal or organisational information in order to manage our apprentices and trainees, and participating Host Businesses and to provide our other services. We only collect personal details where it is necessary in the provision of a service to you, or where we are required to do so by law, such as for taxation or superannuation purposes. Without your personal details we may not be able to provide some of our services to you.

Your personal or business details are not available to all staff. Access is restricted to those TORGAS Inc. employees that require your information in the provision of our services to you. All personal information is kept secure and maintained strictly confidential at all times.



WE REGARD PRIVACY AS YOUR RIGHT NOT A PRIVILEGE AND WE AT TORGAS INC. WILL DO ALL WE CAN TO RESPECT THE TRUST YOU HAVE PLACED IN US.

Your personal information is only used for the purposes of providing our services and hence may require the disclosure of your details to other organisations. These may include your referees, credit checking agencies, credit providers, professional advisers (including our accountants, auditors or lawyers) and Government and regulatory authorities. TORGAS Inc. will ensure that third parties receiving personal details from us have agreed to keep your information confidential and will not use it for marketing purposes.

In order to keep your information accurate all personal details will be collected directly from you. We ask that you let us know of any changes to your personal details so that we can keep our information as current as possible. All personal information no longer required in the provision of our services will be destroyed.

You have a right to request access to or alter your personal details in accordance with the Privacy Act. Please contact us at the address over leaf or phone us on **07 4759 0000**