

Ozebus respects the privacy of your personal information. Ozebus is subject to the National Privacy Principles (“NPPs”) under the Privacy Act 1988 (Cth). The following Privacy Policy outlines the type of information that is collected by Ozebus and how we use and protect that information.

## **1. WHAT IS PERSONAL INFORMATION?**

Personal information is any information or an opinion, whether true or not, which identifies an individual (includes health information and sensitive information). When personal information concerns certain matters it is considered sensitive information. Sensitive information is information or opinion about an individual’s:

- membership of a political association;
- racial or ethnic origin;
- health or disability;
- membership of a professional or trade association or membership of a trade union;
- political opinions;
- religious beliefs, affiliations or philosophical beliefs;
- criminal record;
- sexual preferences or practices.

## **2. WHO DOES THIS PRIVACY POLICY APPLY TO?**

Ozebus collects personal information from a variety of sources. This privacy policy applies to the following personal information collected by Ozebus:

- Registration information required to utilize the employment portal, notice board or email service;
- Information as requested by Ozebus to apply for jobs or advertise job vacancies;
- Information as requested by Ozebus to complete surveys and enter competitions;
- Your IP address;
- Cookies and appletets.

## **3. HOW OZEBUS COLLECTS PERSONAL INFORMATION**

Generally, Ozebus will collect personal information directly from you, when you deal with Ozebus online or by email.

The type of personal information that Ozebus collects depends on the circumstances of collection and on the type of service you request from Ozebus. The particular purpose for which personal information is collected by Ozebus is generally either specified or reasonably apparent at the time the information is collected. Ozebus usually collects information such as your name, address, contact number, occupation, gender, date of birth and email address. It is not Ozebus’s general practice to collect sensitive information and we will only collect sensitive information with your consent.

#### **4. HOW OZEBUS USES PERSONAL INFORMATION**

Ozebus uses personal information for the primary purpose for which it was collected, or for secondary purposes which are related to the primary purpose. Generally, Ozebus uses personal information for the following purposes:

- to communicate with you;
- to assist in the management and improvement of services, including analysis of future client needs;
- to provide products and services that have been requested;
- to undertake marketing activities.

#### **5. WHAT HAPPENS IF AN INDIVIDUAL DOES NOT PROVIDE PERSONAL INFORMATION**

If you do not provide the personal information Ozebus requests, it may not be able to provide you with the relevant products or services.

#### **6. OZEBUS MAY DISCLOSE PERSONAL INFORMATION**

Ozebus may disclose your personal information for the purpose which was either specified or reasonably apparent at the time when the information was collected. Depending on the circumstances, Ozebus may disclose personal information to:

- its service providers and specialist advisers;
- advertisers of goods or services on the Ozebus website;
- employers seeking to fill a job vacancy or potential employees seeking employment;
- any person with a lawful entitlement to obtain the information;

If Ozebus engages a third party contractor to perform services which involves handling personal information, the contractor will be subject to the same privacy obligations as Ozebus to protect your personal information. Ozebus will also take reasonable steps to prohibit the contractor from using personal information, except for the purposes for which it was supplied.

#### **7. DIRECT MARKETING AND PRIVACY**

Ozebus may periodically use the personal information it collects about you to assist identifying particular products and services which it believes may be of interest and benefit to you. Ozebus may then contact you to let you know about these products and services and how they may benefit you.

If you do not want to receive any of this information, you should contact Ozebus immediately.

## **8. ACCURACY OF YOUR PERSONAL INFORMATION**

If Ozebus has accurate personal information about you, it enables Ozebus to provide the best possible service.

Ozebus will take reasonable steps to ensure that the personal information it collects, uses and discloses is accurate, complete and up to date.

Please advise Ozebus as soon as possible if the personal information held is inaccurate, incomplete or out of date. Ozebus will take reasonable steps to ensure your personal information is corrected.

## **9. SECURITY OF PERSONAL INFORMATION**

Ozebus will take reasonable steps to ensure your personal information is stored in a secure environment protected from unauthorised access, modification and disclosure. Ozebus uses industry standard safeguards to ensure the security of personal information through physical, electronic and managerial procedures.

When Ozebus no longer requires personal information, it will safely destroy the information and delete it from its systems.

## **10. ACCESS TO PERSONAL INFORMATION**

You may request access to any of the personal information Ozebus holds about you. Upon written request, Ozebus will provide you with access to the personal information it holds about you, unless there is an exemption which applies under the Privacy Act.

Your request for access will be dealt with in a reasonable time. Ozebus may charge you a fee to cover the reasonable cost of retrieval and the supply of the information to you.

If Ozebus refuses your request for access, it will provide you with reasons for the refusal.

## **11. TRANSFERRING PERSONAL INFORMATION OVERSEAS**

Sometimes Ozebus will transfer information to persons outside of Australia. By giving us your personal information, you consent to the disclosure of this information.

## **12. HOW TO CONTACT OZEBUS**

If you wish to gain access to or correct your personal information or make a complaint about a breach of your privacy, you should contact:

Telephone: **+61 07 3217 8144**

Mail: **PO Box 1679, Toowong, Queensland, 4066, Australia**

Email: **help@ozebus.com.au**

Ozebus will respond to your query or complaint as soon as possible.

Ozebus reserves the right to change this Privacy Policy at any time. Ozebus will notify any changes by posting an updated version of the Privacy Policy on the website.