

Privacy Collection Statement – Human Resources

Surf Lakes International Pty Ltd (ACN 626 185 073) and its related bodies corporate (**Surf Lakes, us, we, our**) is committed to protecting the privacy of individuals and their personal information or personal data (as defined in the *Privacy Act 1988* (Cth) [**Privacy Act**] in respect of individuals within Australia) or personal data (as defined in the *General Data Protection Regulation* [**GDPR**] in respect of individuals in the EU).

Please read this carefully as it will have important consequences for you in relation to the collection, use and disclosure of your personal information or personal data or personal data provided to Surf Lakes.

You understand that:

1. Surf Lakes is the party who is collecting your personal information or personal data and can be contacted at info@surf-lakes.com.au or alternatively you can write to us at 5C / 16 Queensland Avenue, Broadbeach QLD 4218.
2. Surf Lakes will collect your personal information or personal data directly from you. In certain circumstances, Surf Lakes may be required to collect personal information or personal data from third parties such as, your financial institution, superannuation fund, referees, medical service providers or emergency services, our contractors, agents, partners, resellers, suppliers or other companies who may be involved in the services provided by Surf Lakes.
3. Surf Lakes is collecting your personal information or personal data for the purpose of your employment or engagement with Surf Lakes, including but not limited to:
 - (a) processing your application for employment or engagement;
 - (b) processing your pay (including taxation payments), superannuation payments, leave entitlements, and other functions and activities associated with your employment or engagement with Surf Lakes, including but not limited to any social club activities and employee benefits program;
 - (c) administering onsite medical treatment, if required;
 - (d) contacting your next of kin in the case of emergency;
 - (e) communicating with you in relation to your employment or engagement with Surf Lakes;
 - (f) if we have requested that you undertake a drug and alcohol test, reviewing your results to confirm your safe attendance at work, and compliance with our internal policies; and
 - (g) any other activities which are reasonably necessary in relation to your employment or engagement with Surf Lakes,

and you acknowledge and agree to your personal information or personal data being collected and used for, and in connection with, these purposes and any other purpose described in our Privacy Policy and Credit Reporting Policy.

4. In some instances we may collect personal information or personal data from you which is unsolicited. To the extent reasonable, we will delete or de-identify any unsolicited personal information or personal data. However, due to the nature of our IT system, if you use Surf Lakes' IT system to send or receive personal emails we will be unable to remove any personal information or personal data which is backed up and stored on our servers. You acknowledge and you agree to your personal information or personal data being collected and stored by Surf Lakes as described above.
5. If we do not collect this personal information or personal data in connection with the purposes in paragraph 3, then:
 - (a) depending on the omitted information, we may be unable to perform activities in connection with your employment or engagement, such as processing your pay or invoice, superannuation or leave entitlements (as applicable); and
 - (b) you may be unable to commence your employment or engagement with Surf Lakes.
6. Your personal information or personal data may be disclosed to the following classes of people and organisations in connection with the purposes in paragraph 3:
 - (a) Surf Lakes, its personnel and related entities;
 - (b) your financial institution and our financial institution;

- (c) third parties, such as third party referees, recruitment agencies, insurance companies, employee benefit service providers, relevant Worker's Compensation organisation (e.g. WorkCover, Alliance, etc);
 - (d) government agencies, including but not limited to the Australian Taxation Office, Centrelink, the Department of Human Services and other government departments;
 - (e) third party parties in connection with obtaining any background checks and pre-employment screening;
 - (f) our contractors, agents or third party providers of Surf Lakes who may be involved in the goods and services provided by Surf Lakes; and
 - (g) any other organisation set out in our Privacy Policy.
7. It is possible that some of the information collected for the purpose of your employment or engagement by Surf Lakes may be disclosed to Surf Lakes' related bodies corporate or service providers outside of Australia. You **consent** to your information being disclosed to a destination outside Australia for this purpose, including but not limited to **the United States of America, the European Union, the United Kingdom, the United Arab Emirates, New Zealand, the Philippines, Hong Kong, India**, and you understand and acknowledge that Australian Privacy Principle 8.1 will not apply to such disclosures of your personal information or personal data.
8. Surf Lakes' Privacy Policy sets out the process as to how you can access and correct any of your personal information collected for the purposes outlined in paragraph 3, as well as to how you can make a complaint if Surf Lakes has breached the Privacy Act in the handling of your personal information. Surf Lakes' Privacy Policy is available at <https://www.surf-lakes.com.au/surf-lakes-policies/> or can be otherwise provided by requesting a copy from Surf Lakes.

By signing the employee new starter form, you acknowledge you have read and agree to the activities anticipated by this statement and Surf Lakes' Privacy Policy.

Please note: This statement is not a term of your employment contract and is not contractually binding on Surf Lakes. It is a statutory prescribed document under the Privacy Act and GDPR, and will apply in connection with your employment or engagement with Surf Lakes.

GDPR obligations

Where you are engaged by Surf Lakes from a location within the European Union, Surf Lakes is required to provide the following additional information to you:

1. Surf Lakes is processing your personal data in the furtherance of the prospective or ongoing engagement of you by Surf Lakes in an employment or contractor capacity.
2. Your personal data collected in accordance with this statement will be stored until the expiry of 12 months from the later of:
 - (a) the date of termination of your engagement or employment with us; and
 - (b) where you apply for employment or engagement by us but are not successful in that application: the date you receive our decision.
3. The transfer of your personal data to entities in **the United States of America, the European Union, the United Kingdom, the United Arab Emirates, New Zealand, the Philippines, Hong Kong, India** is protected by way of contractual obligations between Surf Lakes and each of these entities safeguarding the security of your personal data.
4. Under the GDPR, you are entitled to:
 - (a) **(access)** request access to your personal data held by Surf Lakes;
 - (b) **(rectification)** request to update or rectify any of the personal data that we hold about you by contacting us at the details specified above and request personal data updates;
 - (c) **(erasure)** request erasure of your personal data that we hold, where that data is no longer required for the purpose for which it was collected;
 - (d) **(restriction on processing)** obtain from Surf Lakes a restriction on processing of your personal data where:
 - (1) the accuracy of the personal data is contested;

- (2) the processing by Surf Lakes of the personal data is unlawful (and you oppose erasure but request restriction of use);
 - (3) Surf Lakes no longer needs your personal data; or
 - (4) you have objected to processing pursuant to your right to object under Article 21(1) of the GDPR;
- (e) **(data portability)** request that Surf Lakes:
 - (1) provides you with a copy of the personal data that Surf Lakes holds about you in a portable and machine readable form; or
 - (2) share your personal data with a nominated third party.
- 5. Surf Lakes does not engage in any automated decision-making (such as profiling) in respect of your personal data.
- 6. If you have any concerns in relation to Surf Lakes' collection or processing of your personal data pursuant to this statement, then you also have a right to complain to a supervisory authority (within the meaning of the GDPR).