

Access Leadership Privacy Policy

1. Purpose of policy

This Privacy Policy applies to the collection, use, disclosure and handling of personal information by **8 Central Pty Ltd T/A Access Leadership CAN: 147 763 979** and/or its associated entities (collectively "Access Leadership", "we" or "us"), including personal information collected via our www.accessleadership.com.au website (the "Website").

Access Leadership is committed to protecting the privacy of individuals and we will only collect, use or disclose personal information in accordance with this Privacy Policy.

Your use of the Website is also subject to the Access Leadership Website Terms of Use.

2. Collection

Access Leadership collects personal information from you in a number of different ways. We may collect personal information directly from you or in the course of our dealings with you, for example when you:

- provide personal information to us;
- apply for a position of employment with us;
- use our website or services (including via cookies); and
- contact and correspond with us, for example to ask for information.

We may also, if you consent, collect personal information about you from another Access Leadership related entity, from publicly available sources of information, or in some cases, from third parties including recruitment agencies, previous employers, government departments and third-party service providers which provide criminal, bankruptcy and other checks.

The personal information we collect about you may include (but may not be limited to) your name, date and place of birth, contact details, Internet Protocol (IP) address, occupation and education/work history, employer, industry areas of interest, passport details and information relating to your dealings with Access Leadership and our clients.

We may also collect sensitive information about you, including health information and criminal background checks.

The purposes for which we collect your information may include:

- verifying your identity;
- contacting you (including via electronic messaging such as SMS and email, by mail, by phone or in any other lawful manner);
- providing you with services or information;

- undertaking conflict searches for our own purposes and the purpose of determining if we can represent a client or potential client; and
- developing and improving our services and obtaining feedback.

If we are not able to collect personal information about you we may not be able to provide you with products, services and assistance to the extent that they require us to collect, use or disclose personal information.

3. Use and disclosure

Access Leadership may use or disclose your personal information for the purpose for which it was collected. We will also use and disclose your personal information for a secondary purpose that is related to a purpose for which we collected it, where you would reasonably expect us to use or disclose your personal information for that secondary purpose.

Other instances when we may use and disclose your personal information include:

- where you have expressly or impliedly consented to the use or disclosure;
- in confidence, to our advisers and insurers;
- in confidence, to third parties to improve our services and obtain feedback; and
- where the use or disclosure is authorised or required by or under an Australian law or court/tribunal order, to protect and defend the rights or property of Access Leadership or to protect against legal liability.

We may also disclose your personal information to third parties, including:

- share your personal information amongst other Access Leadership related entities;
- share your personal information with our advisors and consultants; and
- with third party service providers we use in conducting our business, subject to confidentiality provisions as we deem appropriate (including, without limitation, consultants, insurance brokers, banks, external photocopying providers, document production, outsourcing providers, billing or data storage services, email filtering, virus scanning and other technology services providers, and archival services providers).

Some of the third parties to whom we disclose your personal information may be located outside Australia.

For example, we may disclose your personal information to external national or overseas facilities in the course of conducting information and data processing, back up and scanning or for the purposes of obtaining other services from third parties.

The countries in which these third parties are located will depend on the circumstances.

4. Information about events, the Website and our services

We may contact you via email, SMS or other means in order to provide you with updated information about the Website, in relation to events or to provide you with other information about our services. If you do not wish to receive any such information, please contact us as set out below.

5. The information we keep about you

If you wish to access, correct or update any personal information we may hold about you, please contact us as set out below. However, we may charge for providing access to this information and we may refuse access where the Act allows us to do so.

6. Storage and security of your personal information

Access Leadership will take reasonable steps to keep any personal information we hold about you secure. However, except to the extent liability cannot be excluded due to the operation of statute, Access Leadership excludes all liability (including in negligence) for the consequences of any unauthorised access to your personal information. Please notify us immediately if you become aware of any breach of security.

We may store your files in hard copy or electronically in our ordinary IT systems. These may include Australian-based cloud servers or the servers of third parties within Australia.

When we have disclosed your personal information to third parties, as described in section 3 of this Privacy Policy, your files may be stored by or transferred to entities located outside of Australia. The storage or transfer of your personal information by these third parties will be subject to confidentiality provisions as we deem appropriate.

We implement a range of physical and electronic security measures to protect the personal information that we hold, including:

- mandatory password protection on all computers (users are required to change their passwords at regular intervals);
- hardware encryption on desktops, laptops and portable storage devices;
- firewall and antivirus/malware software; and
- systems and application access controls implemented to restrict access to information (on a need-to-know basis).

We foster a security aware culture.

7. Changes to this Privacy Policy

The date of this Privacy Policy is set out below. We may change this Privacy Policy at our discretion. By continuing to use the Website, or otherwise continuing to deal with us, you accept this Privacy Policy as it applies from time to time.

8. Contact us

Please direct any privacy issues or queries to us at enquiries@accessleadership.com.au.

Date: 11th March 2025