



Privacy Collection Statement – Employees and Contractors

The Energy Network (Australia) Pty Ltd (ACN 093 052 441), TEN Hire Pty Ltd (ACN 131 907 554), TEN Capital Equipment Pty Ltd (ACN 133 257 020) and their Related Bodies Corporate (as defined by the provisions of the Corporations Act 2001 (Cth)) (**TEN Group**) is committed to protecting the privacy of individuals and their personal information and complies with the *Privacy Act 1988* (Cth) (**Privacy Act**).

Please read this carefully as it will have important consequences for you in relation to the collection, use and disclosure of your personal information you provide to TEN Group.

You understand that:

1. TEN Group is the party who is collecting your personal information and can be contacted at info@tengroup.com.au or alternatively you can write to us at PO Box 851, Virginia BC, Qld 4014.
2. TEN Group will collect your personal information directly from you. In certain circumstances, TEN Group may require to collect personal information from third parties such as, your financial institution, superannuation fund, referees, medical service providers or emergency services, our contractors, agents, partners, suppliers or other companies who may be involved in the services provided by TEN Group.
3. TEN Group is collecting your personal information for the purpose of your employment or engagement with TEN Group, including but not limited to:
 - (a) processing your application for employment or engagement;
 - (b) processing of your pay (including taxation payments), superannuation payments, leave entitlements, and other functions and activities associated with your employment or engagement with TEN Group;
 - (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 TEN Group; and
 - (f) any other activities which are reasonably necessary in relation to your employment or engagement with TEN Group,

and you acknowledge and agree to your personal information 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 from you which is unsolicited. To the extent reasonable, we will delete or de-identify any unsolicited personal information. However, due to the nature of our IT system, if you use TEN Group's IT system to send or receive personal emails we will be unable to remove any personal information which is backed up and stored on our servers. You acknowledge and you agree to your personal information being collected and stored by TEN Group.
5. If we do not collect this personal information 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 TEN Group.
6. Your personal information may be disclosed to the following classes of people and organisations in connection with the purposes in paragraph 3:
 - (a) TEN Group, 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, Child Support Agency and other government departments;
 - (e) third party parties in connection with obtaining any background checks, pre-employment screening;



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- (f) our contractors, agents or third party providers of TEN Group who may be involved in the services provided by TEN Group; and
 - (g) any other organisation set out in our Privacy Policy.
7. TEN Group's Privacy Policy sets out the process as to how you can access and correct any of your personal information collected under this form as well as to how you can make a complaint if TEN Group has breached the Privacy Act in the handling of your personal information. TEN Group's Privacy Policy is available at www.tengroup.com.au or can be otherwise provided by requesting a copy from TEN Group.

By signing the Employee Contract, you acknowledge you have read and agree to this privacy collection notification statement and TEN Group's Privacy Policy.

Please note: The privacy collection notification statement is not a term of your employment contract and is not contractually binding on TEN Group. It is a statutory prescribed document under the *Privacy Act 1988* (Cth) and will apply in connection with your employment or engagement with TEN Group.