

Privacy Policy

Energised Workforce (EWF) is committed to applying the Australian Privacy Principles ('APP's') and managing our collection and use of personal information as specified by the Australian Commonwealth Privacy Act 1988, and amendments specified by the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

EWF shall only collect personal information if it is necessary for the performance of business processes or functions.

All reasonable steps shall be taken to protect the privacy of individuals by restricting access to personal information. EWF shall do this by maintaining systems to prevent unauthorised access and regularly reviewing processes to maintain security.

Personal information shall only be disclosed with the relevant individual's consent.

By registering for, or applying to, work with EWF, individuals consent to their personal information being used and retained to:

- assess their suitability for employment;
- communicate with them in relation to their application or expression of interest;
- comply with any statutory / regulatory obligations; and
- monitor and review our recruitment practices.

If individuals provide details of third parties to act as referees, EWF assumes consent has been given to contact these third parties to discuss their application or suitability for employment and will only contact referees for these purposes.

EWF shall only use personal information to facilitate the performance of business processes or functions and to conduct financial transactions with individuals or to notify them about changes to our services.

Personal information shall only be disclosed to EWF related companies and other entities when necessary for business processes or functions or if required to do so by law. Disclosure of personal information shall always be in accordance with the APP's.

EWF shall not disclose personal information to international recipients, except to Clients located outside of Australia. At no time shall EWF disclose personal information to international recipients for purposes other than those directly related to the employment, care and responsibility of individuals.

Individuals shall have the right to access personal information maintained about them and EWF shall respond to all requests for access within a reasonable period. If EWF decides not to give access, a written reason for the refusal and the dispute mechanisms available shall be provided. If EWF are made aware that the personal information being maintained about an individual is not accurate, complete or current, or is being used inappropriately, all reasonable steps shall be taken to correct this. All requests for correction shall be responded to within a reasonable time after the request is made. EWF shall provide written reason when refusing a correction request and the mechanisms available to complain about the refusal.

This Policy applies to all activities undertaken or controlled by Energised Workforce.



Aaron Gunton
Operations Manager
20th June 2025