



Recruitment and Program Participant Privacy Policy

Please read this policy carefully. It explains how Savanna Solutions collects, holds, uses, discloses, protects and manages the personal information of job applicants and program participants during recruitment and interviews, program participation, screening, training and onboarding.

If you do not provide personal information that is reasonably required for a position, program, screening requirement or service, Savanna Solutions may not be able to progress your application or support your participation. We will explain why the information is required and any consequences of not providing it.

We will obtain your express consent before collecting sensitive information unless the collection is otherwise permitted or required by law.

“Personal information” means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

Savanna Solutions handles personal information in accordance with this policy, the Australian Privacy Principles as its adopted privacy standard, and applicable privacy, employment, taxation, screening, records, security and contractual requirements.

Where the Privacy Act 1988 (Cth), the Australian Privacy Principles or other privacy requirements apply to Savanna Solutions or a particular activity, Savanna Solutions will comply with those requirements. Specific legal requirements may also apply to particular types of information, including Tax File Number information and government-related identifiers.

All employees and officers of Savanna Solutions must comply with this policy and Savanna Solutions’ supporting privacy, records management and information security procedures.

Savanna Solutions will:

- only collect personal information reasonably necessary for its activities;
- obtain consent before collecting sensitive information unless otherwise permitted or required by law;
- explain why information is being collected and how it may be used or disclosed;
- take reasonable steps to ensure information is accurate and protected from unauthorised access, use, loss or disclosure; and
- securely destroy or de-identify information when it is no longer required, subject to applicable retention requirements.

Collection

Savanna Solutions collects personal information that is reasonably necessary for recruitment, employment, program participation, training, screening, workplace safety and associated administration.

Wherever practicable, we collect personal information directly from you. We may also collect information from third parties where reasonably necessary, including referees, former employers, employment service providers, screening providers, registered training organisations, government agencies and other organisations authorised by you or permitted by law.

When Savanna Solutions collects personal information, we will explain why the information is required, how it may be used or disclosed, whether providing it is voluntary or required and any material consequences of not providing it.

Where appropriate, we may provide a separate collection notice or consent form for recruitment, screening, assessment, training, security-clearance, safeguarding or program activities.

Depending on the position, program or activity, we may undertake some or all of the following checks and assessments:

Identity

Where reasonably required, we may collect or verify:

- photographic identification;
- a passport;
- a driver licence;
- a birth certificate; and
- other identity documents required for a particular recruitment, screening, training or program process.

We will only collect and retain copies of identity documents where reasonably necessary or required for the relevant verification or screening process.

Work rights

Where relevant to employment, Savanna Solutions may verify your legal entitlement to work in Australia. This may include collecting or verifying passport, visa, citizenship, residency or other information necessary to establish your work rights.

Employment history and references

We may collect and verify:

- résumés and employment history;
- education and previous employment;
- references from referees nominated or authorised by you; and
- relevant information from employment service providers or other authorised sources where reasonably necessary for recruitment or program participation.

Qualifications, licenses and training

Where relevant, we may collect or verify:

- licences and qualifications, including academic qualifications, with the issuing authority, university or registered training organisation;
- Construction Industry White Cards and High Risk Work Licences;
- professional memberships; and
- training records and qualifications.

Where a Unique Student Identifier or USI transcript is required for an authorised training purpose, it will only be collected, used or disclosed for that purpose or as otherwise authorised or required by law. Savanna Solutions will not adopt your USI as its own identifier for you.

Assessments

Where relevant to a position, training requirement or program, we may conduct or arrange:

- aptitude, ability or work-related behavioural assessments; and

- language, literacy and numeracy assessments.

Assessment information will only be collected and used where reasonably necessary for the relevant recruitment, training or program purpose.

Health and medical (sensitive information)

Where reasonably necessary for a particular position, workplace safety requirement or program activity, Savanna Solutions may request health or medical information, including:

- information about a health condition, disability, functional capacity or reasonable adjustment;
- a pre-employment medical assessment;
- hearing or other occupational health testing; and
- drug and alcohol testing where appropriate to the position or workplace.

Health information is sensitive information. We will obtain your express consent before collecting health information unless collection is otherwise permitted or required by law.

We will limit health information to what is reasonably necessary for the relevant purpose. Wherever practicable, Savanna Solutions will seek confirmation of fitness for work, functional capacity, restrictions or required adjustments rather than obtaining complete clinical records or detailed medical histories.

Health information will only be used or disclosed for the purpose for which it was collected, a directly related purpose you would reasonably expect, with your consent, or as otherwise permitted or required by law. It will not be used to unlawfully discriminate against an applicant, employee or program participant.

Criminal history (sensitive information)

Where required by law or reasonably relevant to the inherent requirements, risks or responsibilities of a position or program, Savanna Solutions may request a Nationally Coordinated Criminal History Check or other authorised criminal-history screening.

Criminal-record information is sensitive information. It will only be collected with your express consent or where collection is otherwise permitted or required by law.

Criminal-history information will only be considered to the extent relevant to the particular position, program, legal requirement or identified risk. Identity documents obtained for a criminal-history check will only be retained where reasonably necessary or required by the screening process or applicable law.

Screening checks and assessments will only be undertaken where required by law, contract or program conditions, or where reasonably relevant to the inherent requirements, responsibilities or risks of the position or program.

Where applicable, Savanna Solutions uses AS 4811:2022 Workforce Screening as guidance for its workforce-screening processes.

Bank account, taxation and superannuation information will generally only be collected after an offer of employment has been accepted and where required for employment, payroll, taxation, superannuation or onboarding. If you ask Savanna Solutions to assist with a Tax File Number or superannuation process before employment, the additional requirements set out below apply.

Centrelink Customer Reference Numbers for training funding

We may ask for your Centrelink Customer Reference Number where a registered training

organisation requires it to assess your eligibility for funded training or administer your funded enrolment. This may occur before you receive or accept an offer of employment.

We will explain why the CRN is required, identify the registered training organisation or other authorised recipient and, where practicable, enable you to provide the CRN directly to that recipient rather than Savanna Solutions retaining a copy.

Savanna Solutions will not adopt your CRN as its participant, client or internal reference number. We will only use or disclose your CRN where authorised or required by law, including the requirements and exceptions applying to government-related identifiers.

Any CRN information retained by Savanna Solutions will be held in a restricted-access location and not in general participant or CRM records. It will be securely destroyed when no longer required, subject to applicable legal, contractual, training and program record-retention requirements.

Tax File Numbers and superannuation

Savanna Solutions will only request, collect, record, use or disclose Tax File Number information where authorised by taxation, superannuation or other applicable law.

Where an applicant or program participant asks Savanna Solutions to assist with a Tax File Number or superannuation process, that assistance is voluntary and the individual may complete the process independently.

Savanna Solutions will explain any relevant consequences of not providing a Tax File Number to an authorised recipient.

Savanna Solutions will not use your Tax File Number as its identifier for you. Access will be restricted to personnel who require it for an authorised purpose, and Tax File Number information will not be stored in general participant or CRM records.

Tax File Number information will be securely destroyed when it is no longer required by law or for an authorised purpose.

Savanna Solutions handles Tax File Number information in accordance with the Privacy (Tax File Number) Rule 2015 and other applicable taxation and superannuation laws.

Sensitive information

Savanna Solutions may collect sensitive information where it is reasonably necessary for recruitment, program participation, training, workplace safety, reasonable adjustments, screening or another legitimate function or activity.

Sensitive information may include health or disability information, criminal-record information and information about racial or ethnic origin.

We will obtain your express consent before collecting sensitive information unless collection is otherwise permitted or required by law. The consent request will explain the information to be collected, why it is required, how it will be used and disclosed and any reasonably foreseeable consequences of not providing it.

Providing information about Aboriginal or Torres Strait Islander heritage is voluntary unless particular evidence is lawfully required for an identified position, lawful special-measures program, funding eligibility requirement or other specified lawful purpose.

You may decline or withdraw consent where providing the information is voluntary. If particular sensitive information is lawfully required for a position, program, screening requirement or service, we will explain the requirement and the consequences of not providing it.

Role-specific checks

Depending on the legal, contractual, client and program requirements and responsibilities of a position, Savanna Solutions may require or verify:

- a Working with Children Clearance, including a Northern Territory Working with Children Clearance, commonly known as an Ochre Card;
- visa status and work rights;
- an NDIS Worker Screening Clearance where required or appropriate for the relevant role;
- statutory, contractual or client-mandated screening; and
- confirmation of Aboriginal or Torres Strait Islander heritage where relevant to an identified position, lawful special-measures program, funding eligibility requirement or another specified lawful purpose.

Screening will only be undertaken where applicable to the particular position or program. Savanna Solutions will explain the basis and purpose of the check before requesting the information.

Children and young people

Savanna Solutions may collect personal information about people under 18 where reasonably necessary for recruitment, training, program participation, workplace safety, safeguarding or support.

We will explain the collection and handling of personal information in language appropriate to the young person's age, maturity and circumstances.

Where consent is required, we will consider whether the young person has sufficient capacity to understand and provide that consent. Where appropriate or required, we may seek the involvement or consent of a parent, guardian or another authorised representative.

Information about a young person will only be collected, used or disclosed where reasonably necessary for the relevant purpose or where otherwise permitted or required by law. Information will not be disclosed to a parent, guardian or another person solely because of their relationship with the young person. We will consider the young person's capacity and wishes, the recipient's legal authority, relevant safety considerations and applicable law.

Access to sensitive information about a young person will be restricted to authorised personnel who require it for the relevant purpose.

Information may be used or disclosed without consent where permitted or required by safeguarding, child protection or other applicable law, including where reasonably necessary to lessen or prevent a serious threat to life, health or safety.

Automated decision-making

Savanna Solutions does not currently use personal information in an automated decision-making process that is required to be disclosed under applicable privacy law.

If Savanna Solutions introduces such a process, we will assess its privacy implications and update this policy where required.

Australian Government security clearances

Where a position requires an Australian Government security clearance, Savanna Solutions may sponsor or support a clearance application and manage associated personnel-security obligations under the Defence Industry Security Program.

We may collect, use, disclose and retain personal information reasonably necessary to seek, verify, manage or withdraw clearance sponsorship, administer continuing personnel-security requirements and meet applicable Defence contractual, security, assurance and reporting requirements.

Relevant information may be disclosed to the Department of Defence, the Australian Government Security Vetting Agency or another authorised security authority.

Access to security-clearance and personnel-security information will be restricted to authorised personnel who require it for an employment, security, contractual or legal purpose.

Other personal information

Depending on the recruitment, employment, training or program activity, Savanna Solutions may also collect:

- your name, date of birth and contact details;
- residential, postal and email addresses;
- telephone numbers;
- emergency contact details;
- passport, visa and work-rights information;
- employment, education and training history;
- banking, taxation and superannuation information where required for an authorised purpose;
- information about program participation and progress; and
- other personal information reasonably necessary for the relevant position, program or service.

Specific requirements applying to identity documents, government-related identifiers, Tax File Numbers, sensitive information and role-specific screening are set out above.

Use and Disclosure

Personal information may be used for the purpose for which it was collected, including recruitment, assessing suitability for a position, program participation, training, screening, workplace safety, reasonable adjustments, onboarding and associated administration.

We may also use personal information for another purpose where you have consented, where you would reasonably expect the use and the purpose is related to the purpose for which the information was collected, or, for sensitive information, directly related to that purpose, or where the use is otherwise permitted or required by law.

With your consent, or where otherwise permitted by law, we may consider information provided during recruitment for other suitable employment opportunities within Savanna Solutions or a related entity.

Personal information provided through our website or by email will be used to respond to your enquiry and for other related purposes that you would reasonably expect.

Savanna Solutions does not use personal information collected under this policy for direct marketing unless permitted by applicable privacy law and any required consent has been obtained.

Disclosing Personal Information

We may disclose personal information to third parties where reasonably necessary for the purpose for which it was collected, where you have consented to the disclosure or where disclosure is otherwise permitted or required by law.

Depending on the position, program or activity, recipients may include:

- related entities, joint venture or alliance partners where relevant to your application and you have been informed of the proposed disclosure;

- contractors and service providers that support Savanna Solutions;
- information technology and cloud service providers;
- authorised screening and background-check providers;
- registered training organisations, apprenticeship service providers and group training organisations;
- insurers and professional advisers;
- clients or project partners where reasonably necessary for placement, mobilisation, screening or contractual compliance and you have been appropriately informed;
- employment service providers and referral organisations; and
- government departments and authorised agencies, including the Department of Defence and the Australian Government Security Vetting Agency, where relevant to security clearances, Defence requirements, government programs or another authorised purpose.

Savanna Solutions will limit disclosures to information reasonably necessary for the relevant purpose and will take reasonable steps to protect personal information disclosed to third parties.

Overseas disclosure

Savanna Solutions seeks to store personal information in Australia where reasonably practicable. Some technology, cloud, screening or service providers may access or process information from overseas locations depending on the service and configuration used.

Where personal information is likely to be disclosed to an overseas recipient, Savanna Solutions will take the steps required by applicable privacy law. Where practicable, relevant countries will be identified in this policy or an applicable collection notice.

Résumés

If you submit a résumé to Savanna Solutions, we may use it to consider you for the position for which you applied and, with your consent or where otherwise permitted by law, other suitable employment opportunities.

Where reasonably necessary for your application and you have been informed of the proposed disclosure, we may disclose your résumé to a related entity, joint venture, alliance partner, client or other organisation considering you for a position or placement.

Résumés and associated application information that are no longer required will be securely destroyed or de-identified in accordance with the Retention and Destruction section below.

Retention and Destruction

Savanna Solutions retains personal information only for as long as it is reasonably required for the purpose for which it was collected or for another authorised purpose, subject to applicable legal, contractual, funding, training and program record-retention requirements.

Recruitment information relating to an unsuccessful applicant, including résumés, application information and relevant screening or assessment information, will generally be retained for up to two years where there is a legitimate recruitment or recordkeeping purpose, unless a shorter or longer period is appropriate or required.

Sensitive information, including health, medical, drug and alcohol, criminal-history and participant risk-assessment information, will not be retained merely because other recruitment information is retained. It will be reviewed and securely destroyed or de-identified when it is no longer reasonably required, unless a legal, contractual or program requirement requires its

continued retention.

Where an applicant becomes an employee, information that forms part of the employee's employment, payroll, taxation, superannuation, workplace safety or other statutory records will be retained for the period required by applicable law. Certain employee records, including time and wages records required under Commonwealth workplace laws, must generally be retained for seven years.

Training, funding, program, screening, security-clearance and other security records will be retained for the period required by applicable legal, contractual, program, screening or Defence security requirements.

When personal information is no longer required, Savanna Solutions will take reasonable steps to securely destroy, de-identify, transfer or otherwise manage it in accordance with applicable requirements.

Data Quality

Savanna Solutions takes reasonable steps to ensure that personal information it collects is accurate, up to date and complete and that personal information it uses or discloses is accurate, up to date, complete and relevant, having regard to the purpose for which the information is used or disclosed.

Where an online account or profile facility is available, you may use it to update information you have provided. You may also request correction of personal information in accordance with the Access and Correction section below.

EEO (Equal Employment Opportunity)

Savanna Solutions is committed to equal employment opportunity and to recruitment and employment practices that comply with applicable anti-discrimination and workplace laws.

Recruitment and employment decisions will be based on the requirements of the relevant position, including whether an individual can perform the inherent requirements of the role with reasonable adjustments where required.

Personal information, including health, disability, racial or ethnic information, will not be used to unlawfully discriminate against an applicant or employee.

Participant Risk Assessment

Savanna Solutions may complete a Participant Risk Assessment where reasonably necessary to support safe program participation, identify suitable employment opportunities or determine whether support, reasonable adjustments or risk controls may be required.

Depending on the circumstances, an assessment may include relevant information about safety and wellbeing, health or disability, support needs, cultural safety, participation, housing or transport, legal circumstances or role-specific screening requirements.

Sensitive information will only be collected with express consent unless collection is otherwise permitted or required by law.

We will only record information reasonably necessary for the assessment and will avoid unnecessary clinical, legal or personal detail. Risk ratings are used to identify relevant support, adjustments or controls and are not judgements about an individual's character or personal worth.

Risk assessment information will be restricted to authorised personnel. We will obtain consent before requesting sensitive information from, or disclosing sensitive information to, an external organisation unless otherwise permitted or required by law. Where information must be disclosed externally, we will limit the disclosure to what is reasonably necessary and, wherever practicable, communicate functional requirements, adjustments or controls rather than detailed medical, disability or other sensitive information.

Risk assessment records will be retained and securely destroyed or de-identified in accordance with this policy.

Security of Information

Savanna Solutions takes reasonable technical, physical and organisational measures to protect personal information from misuse, interference, loss and unauthorised access, modification or disclosure.

Security controls are appropriate to the sensitivity of the information and may include access restrictions, multi-factor authentication, encryption, secure storage and disposal, monitoring and controls informed by the Australian Signals Directorate's Essential Eight and applicable Defence security requirements.

Savanna Solutions periodically reviews these safeguards having regard to the information held, the systems used and relevant privacy and security risks.

Access and Correction

You may request access to, or correction of, personal information Savanna Solutions holds about you by contacting our Privacy Officer at admin@savannasolutions.com.au or using the contact details below.

Where an online account or profile facility is available, you may also be able to review and update certain information directly. You are responsible for keeping your login credentials confidential and should notify us promptly if you believe your account has been accessed without authorisation.

Savanna Solutions will respond to access and correction requests within a reasonable period. We aim to respond within 30 days.

There is no charge for making an access or correction request. If a charge is permitted for providing access, we will tell you in advance and the charge will not be excessive.

Access or correction may be refused or limited where permitted or required by law. If we refuse to provide access or make a requested correction, we will provide written reasons where required and explain the available complaint process.

Where we correct personal information that we previously disclosed to another organisation, we will take reasonable steps to notify that organisation of the correction where required by applicable privacy law.

A request to close an online account does not necessarily require Savanna Solutions to delete information that must or may lawfully be retained under the Retention and Destruction section of this policy.

Storage

Personal information may be stored in systems used by Savanna Solutions, including JobAdder, Monday.com and Microsoft 365.

Sensitive information will be stored in systems or locations appropriate to its sensitivity and purpose, with access restricted to authorised personnel.

Savanna Solutions seeks to store personal information in Australia where reasonably practicable. Overseas access or processing will be managed in accordance with the Overseas Disclosure section of this policy.

Appropriate security controls are applied to electronic and hard copy records, and records are securely destroyed when no longer required.

Privacy and Data Breaches

Savanna Solutions maintains procedures for identifying, containing, assessing and responding to suspected or actual breaches involving personal information.

Where the Notifiable Data Breaches scheme applies, suspected eligible data breaches will be assessed in accordance with the Privacy Act 1988 (Cth). Where notification is required, Savanna Solutions will notify the Office of the Australian Information Commissioner and affected individuals in accordance with applicable requirements.

Incidents involving Tax File Number information will also be assessed against the specific requirements applying to that information.

Savanna Solutions may notify individuals or other relevant parties where notification is considered appropriate even where mandatory notification is not required.

Defence security incidents

Incidents involving Defence information, security-clearance information or Defence-related personnel will be managed and reported in accordance with applicable Defence Industry Security Program and contractual requirements.

Defence security incident reporting does not replace any separate privacy, Tax File Number, contractual or other legal assessment or notification that may be required.

Complaints

If you have a complaint, concern or question about how Savanna Solutions handles personal information, or believe that we have not complied with this Privacy Policy or an applicable privacy requirement, please contact our Privacy Officer using the contact details below. Please provide sufficient information for us to understand and investigate the matter.

We will acknowledge privacy complaints within five business days, investigate the circumstances and aim to provide a response within 30 days. This Privacy Policy is available free of charge on our website.

A copy of this Privacy Policy will be provided on request in an appropriate form. If you are not satisfied with our response to your complaint, and the Privacy Act 1988 (Cth) applies to the matter, you may be able to make a complaint to the Office of the Australian Information Commissioner (OAIC). Information about making a privacy complaint and current OAIC contact details are available at www.oaic.gov.au.

Anonymity and pseudonyms

Where practicable and lawful, you may deal with Savanna Solutions anonymously or by using a pseudonym, for example when making a general enquiry.

Savanna Solutions may require you to identify yourself where identification is required or authorised by law or where it is impracticable for us to provide the relevant recruitment, employment, program, training, screening or other service without confirming your identity.

Unsolicited personal information

Savanna Solutions may occasionally receive personal information that we did not request, including information provided by an applicant, participant, referee, service provider or other third party.

Where we receive unsolicited personal information, we will determine whether we could lawfully have collected the information for our functions or activities. If the information could not lawfully have been collected and we are not required or authorised by law to retain it, we will take reasonable steps to securely destroy or de-identify it.

Applicants and participants should not provide detailed medical records, clinical information, identity documents or other sensitive information unless Savanna Solutions has requested the

information or it is reasonably necessary for the relevant recruitment, program, screening or support purpose.

Our Contact Details

Savanna Solutions – Privacy Officer

PO Box 733

Katherine NT 0851

Email: admin@savannasolutions.com.au

Phone: 08 7999 8004

Withdrawal of consent

Where Savanna Solutions relies on your consent to collect, use or disclose personal information, you may withdraw that consent by contacting our Privacy Officer.

Withdrawal of consent will apply to future handling of personal information that relies on that consent and will not affect information handling that occurred lawfully before consent was withdrawn.

Withdrawal of consent does not require Savanna Solutions to destroy or cease handling information that we are required or authorised to retain or use under applicable law, contractual requirements or program obligations.

Where withdrawal of consent affects our ability to continue a recruitment process, provide a service, support program participation or perform another requested activity, we will explain that consequence to you.

Further Information

Further information about the Privacy Act 1988 (Cth), the Australian Privacy Principles, privacy complaints and the handling of personal information is available from the Office of the Australian Information Commissioner using the link below.

Office of the Australian Information Commissioner: <https://www.oaic.gov.au/privacy>

Monitoring and review

This policy will be reviewed at least annually and earlier where there is a material change to applicable privacy, legal, contractual or Defence security requirements, Savanna Solutions' activities or systems, the personal information we handle, or relevant privacy and security risks.

The current version of this policy will be published on the Savanna Solutions website and will identify its effective date.

Policy ownership and approval

The Privacy Officer is responsible for maintaining this policy and overseeing its implementation.

Material changes will be approved by the Managing Director following appropriate review. Specialist legal, privacy or security advice will be obtained where reasonably necessary.

All Savanna Solutions personnel are responsible for complying with this policy when handling personal information.

Version 4.0 | Document owner: Privacy Officer | Approved by: Managing Director | Revised: 29/10/2026 | Next review: 29/10/2027