

# **Samsung C&T Australian Region Privacy Policy**

## **1. Objectives**

The Samsung C&T Australian Region Policy (**Privacy Policy**) explains how Samsung C&T Corporation (**Samsung C&T, we or us**), in the Australian Region handles the personal information of people who work for us (or may come to work with us) to ensure that we:

- (a) protect the privacy of all of our employees and contractors, as well as prospective employees and contractors; and
- (b) comply with our privacy obligations, including under the Australian Privacy Principles (**APPs**).

## **2. Application of the Privacy Policy**

The Privacy Policy applies to all existing and prospective employees, contractors, subcontractors, work experience students and interns in relation to Australian Region. Nothing in this Privacy Policy is intended to override or displace Samsung C&T's policies, including the Personal Information Handling and Management Policy.

We reserve the right to make changes to the Privacy Policy and all information held by Samsung C&T will be dealt with by reference to the most recent version of the Privacy Policy. By submitting your personal information to us, you agree to our use and disclosure of this information as explained in this Privacy Policy.

## **3. What is personal information?**

Personal information is any information and opinion (whether true or not) collected by Samsung C&T and which could identify you or be used to establish your identity. It includes sensitive information such as medical history or conditions, to information about your private life such as your address, phone number and bank account details.

It also includes the opinions of others about your work performance (whether true or not), your work experience and qualifications, aptitude test results and other information obtained by us.

## **4. What is sensitive information?**

Sensitive information is a special category of personal information and includes health information about you. Sensitive information can, in most cases, only be disclosed with your consent. Samsung C&T will seek your consent to the collection and use of this information in accordance with our privacy obligations.

## **5. Who will be collecting your personal information and why?**

Your personal information will be collected by Samsung C&T for its own use in connection with the running of the company and in connection with the performance of your work. We may also use and disclose your information for purposes related to those mentioned below, such as:

- a) Assisting with questions and complaints
- b) Arranging services to be arranged by third parties
- c) Internal operations, such as record keeping, data analytics, auditing and training
- d) Assessing your suitability for roles within Samsung C&T.

## **6. What types of personal information?**

We may ask for a range of personal information, limited to what we need, to assist us in managing the candidate relationship and employment engagement. The information we request could include (but is not limited to) name, address, date of birth, contact details, TFN, account details, health information, citizenship status, income and work history.

## **7. How is the information collected?**

*When you provide it to us*

Most of the information we collect will be directly from you. For example, if you apply for or commence work at Samsung C&T, you will provide information to us as part of your application or induction, including your name, contact details, and previous work history and experience.

*When someone else provides it to us on your behalf*

For example, when we have reference checks completed to verify your work history and experience, or if someone else, such as a recruitment agency, provides us with information about you. We may also receive information about you from a colleague for the purpose of reviewing your performance or conducting a workplace investigation.

*When we collect it in relation to your work*

We may also collect information about you and your work during the course of your employment or performance of a contract.

## **8. When will your information be used or disclosed?**

Your personal information may be used in connection with (but not limited to):

- (a) establishing, maintaining and managing our relationship with you;
- (b) your performance appraisals;
- (c) any test or assessment (including medical tests and assessments) that you might be required to undergo;
- (d) our identification of your training needs;
- (e) any workplace rehabilitation plan or program;
- (f) our investigation into any complaint in which you may be involved;
- (g) any insurance matter that requires disclosure of your personal or sensitive information;  
or
- (h) as otherwise permitted or required by law; and

- (i) otherwise with your consent.

From time to time we may share your personal information with other entities both within and outside the Samsung group. Your personal information may be disclosed to:

- (j) referees for the purpose of identification;
- (k) a workers compensation body or insurer;
- (l) other companies in the Samsung group (both domestically and overseas);
- (m) outsourced service providers, including for services such as payroll, learning and development and recruitment;
- (n) technology service providers, including internet service providers, cloud hosting service providers, software suppliers, and security service providers on a confidential basis so that they can provide services to us;
- (o) external consultants or advisors (for example, for legal, human resources, accounting and insurance advice);
- (p) travel agents and suppliers of accommodation and travel services; and
- (q) as otherwise permitted or required by law.

If your personal information will be disclosed to overseas recipients, your personal information will be handled in accordance with this Privacy Policy and Samsung C&T will take reasonable steps to ensure that the overseas recipient complies with the APPs.

## **9. Accessing and updating information we hold about you**

You can and should update personal information that you have provided to Samsung C&T. Your personal information needs to be kept up-to-date to ensure that we are able to provide you with suitable work opportunities and to ensure that we can contact you. It is your responsibility to advise us of any personal information that is out-of-date or incorrect. Sensitive information and bank details must be updated in writing.

You may have a right to access the personal information collected about you and request that a correction be made so as to ensure that the information recorded about you is up-to-date and accurate. To seek access to, or correction of, your personal information, please contact a member of Samsung C&T's HR Team by emailing [hr.secc@samsung.com](mailto:hr.secc@samsung.com)

## **10. Concerns or Queries**

If you have any concerns or queries in relation to the information collected, how it is stored or how it is used or disclosed please contact the Samsung C&T Privacy Officer by emailing [hr.secc@samsung.com](mailto:hr.secc@samsung.com).

Similarly, if you wish to make a complaint about a breach of the APPs by Samsung C&T, please contact Samsung C&T's Privacy Officer by emailing [hr.secc@samsung.com](mailto:hr.secc@samsung.com). We take privacy related complaints seriously and consider all complaints carefully. We will contact you



upon receiving your complaint to let you know what actions we are taking regarding your matter.

**Related Documents:**

**Revision and Approval History**

<b>Date</b>	<b>Revision No</b>	<b>Author and Approval</b>
September 2020	Draft	Pam Davis- Creation
September 2020	Draft v1.6	Daehan Lee- reviewed
September 2020	Draft v1.6 (Final)	Dennis Cliche – approved