Information Collection Notice

Who is collecting your information	Exclaim IT Pty Ltd ACN 109 189 059 of Level 5, 500 Queen Street, Brisbane QLD 4000 Privacy Officer E compliance@exclaim-it.com.au P 1300 369 768
What we may collect	Your contact details, CV, work history, skills and preferences, interview notes, screening answers, references and assessment results. When you are being considered for or placed in a role, we also collect identity and work rights documents and licences. For contractors, we also collect your tax file number, bank and superannuation details, incident reports and, if you are injured at work, health information needed to manage a workers compensation claim. If we record a call or use an AI tool to take notes, we will tell you first. We only collect sensitive information, such as a criminal history check, with your consent or where the law requires or authorises it.
Identity verification	To verify your identity, our provider WorkPro will ask you to take a selfie and will compare it with your identity document using facial recognition. This creates biometric information, which is sensitive. WorkPro does not keep your selfie, but stores an encrypted facial template in your WorkPro profile, which you can delete. If you do not want to use facial verification, tell us and we will offer another way to verify your identity. WorkPro's own privacy policy and terms also apply.
Where we get it	Mostly from you. We may also collect it from job boards and LinkedIn, your referees, screening providers, our clients and public sources.
Why we may collect it	To assess you for roles, put you forward to clients with your agreement, run checks, arrange contracts, pay contractors, manage workplace health and safety, meet our legal obligations, and tell you about roles that may suit you. You can opt out of job alerts at any time.
Laws that may require it	The Taxation Administration Act 1953 (Cth) authorises us to ask for your tax file number. You do not have to give it, and it is not an offence not to, but tax may be withheld at the highest rate if you do not. The Superannuation Guarantee (Administration) Act 1992 (Cth) requires us to collect superannuation details to pay contributions. The Migration Act 1958 (Cth) prohibits us from allowing someone to work without the right to do so, so we check your work rights. If you are our employee, the Fair Work Act 2009 (Cth) requires us to keep pay and employment records, and workers compensation laws, such as the Workers' Compensation and Rehabilitation Act 2003 (Qld) or the Workers Compensation Act 1951 (ACT), apply if you are injured at work.
If you do not provide it	We may not be able to consider you for roles, put you forward to clients, or pay you correctly.
Who we share it with	Clients you agree to be put forward to, your referees, screening providers, government bodies where the law requires,

	superannuation funds, workers compensation insurers, our insurers and professional advisers, the service providers who run our systems, and LinkedIn, through the connection between our recruitment database and LinkedIn Recruiter. LinkedIn may use this information for its own purposes under its privacy policy.
AI and automated tools	Our recruitment software, including AI features, helps us match and rank candidates, format CVs and run compliance checks. For some roles, we may invite you to complete an AI-assisted screening, which asks you questions and summarises or scores your answers for a consultant to review. We will tell you before you start, and you can ask for another way to be assessed. Consultants make shortlisting and placement decisions, but identity verification is decided automatically by our provider's software. If you think the result is wrong, you can ask for a person to review it. See section 8 of our Privacy Policy.
Overseas	Some service providers store information outside Australia, mainly in the United States, and also in New Zealand, the United Kingdom and the European Union (Ireland). We take reasonable steps to make sure these providers handle your information consistently with the Australian Privacy Principles.
Your rights	Our Privacy Policy, available on our website, explains how to access or correct your information and how to complain, including to the OAIC.

Version 1.0 | 1 November 2026