



RPR Talent Management Privacy Policy

ABN 714 386 347 03

Australian Privacy Principles (APPs)

HOW WE TREAT YOUR PERSONAL INFORMATION

PART 1 – CONSIDERATION OF PERSONAL INFORMATION PRIVACY

APP 1 - Open and transparent management of personal information

We will manage all personal information in an open and transparent manner. In doing so, we will ensure that individuals are notified at the time of providing their personal information:

- What type of personal information is required and collected;
- Who that personal information will be disclosed to; and
- How RPR will use that personal information.

We have appointed a Privacy Compliance Officer who will deal with any enquiries regarding access to or correction of personal information or any privacy related complaints. We ensure all our employees are trained regularly to ensure they understand our obligations under the Privacy Act including the Australian Privacy Principles.

We will provide a copy of our privacy policy on request free of charge in a suitable format in addition to ensuring all individuals or clients signing up to RPR have the Privacy Compliance Plan available in their RPR Introduction Pack.

APP 2 – Anonymity and pseudonymity

Generally we are not able to deal with customers who do not wish to identify themselves. However, where possible and appropriate we will provide information of a general nature to unidentified individuals.

PART 2 – COLLECTION OF PERSONAL INFORMATION

APP 3 – Collection of solicited personal information

We collect personal information from individuals for the following purposes:

- Arranging and finalizing an application for talent registration and representation;
- Managing our relationship with individuals and representing them for work and arranging payments for completed talent work; and
- Complying with regulatory requirements and Australian law specifically for Tax File Number Guidelines for payments and tax file number declarations when we are making payments for work paid.

It is not an offence to not provide your Tax File Number, or your bank details or other sensitive information. However this may impact or affect the following:

- Not providing a tax file number may impact how much tax you pay and could result in tax deducted from your income at the highest marginal rate;
- Not providing your banking details may impact us in terms of being able to make payments to you for work completed that requires payment.

We only collect sensitive information directly from the individual and with the individual's consent. Any sensitive or personal information that is collected is only used for the approved purpose for which it is provided and is collected with the individuals consent.

We only collect personal information directly from the individual or the individual has consented to the

collection of the information from someone other than the individual.

APP 4 – Dealing with unsolicited personal information

If we receive unsolicited personal information we will determine whether it is related to any of the purposes of collecting personal information as above in APP 3. If the personal information is related we will then determine whether we could have collected that personal information by lawful and fair means.

If we determine that we could not have collected the personal information by lawful and fair means, and or the personal information does not relate to one of our purposes for collecting the personal information as in APP 3, we will destroy the personal information as soon as possible.

APP 5 – Notification of the collection of personal information

When we collect personal information from an individual we will require the individual to sign a notification and consent form, which details how we will use and disclose their personal information.

The notification and consent form will provide the individual with information about:

- The purposes of collecting their personal information;
- The entities that we usually disclose personal information to;
- What happens if the individual chooses not provide us with personal information;
- Direct marketing that may be undertaken by us;
- Our privacy policy and where it can be found; or
- Any disclosure of personal information that we make to an overseas entity.

PART 3 – DEALING WITH PERSONAL INFORMATION

APP 6 – Use or disclosure of personal information

The purpose of collecting an individual's personal information will be detailed in the notification and consent received by the individual.

If we wish to use the individual's personal information for an additional purpose, we will obtain their consent unless the purpose is related to the primary purpose or we are permitted under law to do so.

APP 7 – Direct Marketing

We notify individuals at the time of collecting their personal information that their personal information will be used by us and any related businesses for the purpose of direct marketing.

In any of our direct marketing communications we will provide a prominent statement about how an individual can elect not to receive any form of direct marketing with instructions on how to 'unsubscribe'.

We do not sell or purchase personal information. We do not use sensitive information at all for the purposes of direct marketing.

APP 8 – Cross-border disclosure of personal information

We do not disclose any personal or sensitive information overseas.

APP 9 – Adoption, use or disclosure of government related identifiers

We do not use government related identifiers to identify individuals.

We do receive tax file numbers or superannuation details for talent that is authorizing us to represent them and to make required payments accordingly under Australian law for work performed and paid.

This enables us or our agencies, to fulfill our obligations under Australian law for taxation or superannuation payment purposes.

We do not disclose tax file numbers or superannuation details for any other purpose.

PART 4 – INTEGRITY OF PERSONAL INFORMATION

APP 10 – Quality of personal information

We rely on individuals to help us to ensure that their personal information is accurate, up to date and complete.

If we become aware that personal information is inaccurate, out of date or incomplete, including when communication issued is not responded to, we will endeavor to contact you in order to update our systems accordingly.

APP 11 – Security of personal information

We hold personal information on secure systems. All systems are updated with passwords, virus scanning and firewalls when needed.

Paper records are only accessible to employees as needed. Any paper records are held within an office that is locked and security protected out of business hours.

We will destroy personal information that is held electronically or in paper form seven years after our relationship with the individual ends. We will do this by shredding paper copies and deleting electronic records containing personal information about the individual.

PART 5 – ACCESS TO, AND CORRECTION OF, PERSONAL INFORMATION

APP 12 – Access to personal information

Individuals may request access to any personal information that we hold about them. We will not charge an individual for requesting access to their personal information.

We will verify the individual's identity prior to disclosing any personal information.

When an individual requests access to their personal information we will search all our systems and paper records for that individual that contains personal information.

We will not give the individual access to the personal information that we have if it is unreasonable or impracticable to provide access or in the following circumstances:

- Pose a serious threat to the life, health or safety of an individuals or to the public;
- Unreasonably access personal information of other individuals;
- Relate to legal proceeding or anticipated legal proceedings and the correct method of access to the personal information is via the process of discovery in those legal proceedings;
- Reveal any intentions of the entity in relation to negotiations with the individual in a way that may influence those negotiations;
- Be unlawful or in breach of any Australian law;
- Affect an enforcement related activity of an enforcement body; or
- Disclose commercially sensitive information.

When we receive a request for access we will usually respond to this request within 7 business days. However, where possible and depending on the nature of the request we may be able to provide the information when the request is made if it is determined it meets our access guidelines as listed above.

We will comply with all reasonable requests to provide details of personal information and where possible provide it in the format requested.

Where we do not provide the information we will provide written reasons as to why we do not believe we need to provide access and advise of the appropriate dispute resolution process if an individual is not satisfied with the decision.

Complaints

If you are dissatisfied with how we have dealt with your personal information, or you have a complaint, you may contact our privacy compliance officer on 03 9832 0818 or by email to info@rpptalentmanagement.com.au and mark it attention to RPR Privacy Compliance Officer.

Upon receipt of your complaint we will provide acknowledgement within 5 business days and provide you with a decision on your complaint within 20 business days.

If you are dissatisfied with our response to the matter you may make a complaint to the Privacy Commissioner, which can be contacted on either www.oaic.gov.au or 1300 363 992.

APP 13 – Correction personal information

If we have personal information about an individual and we are reasonably confident that the information is inaccurate, out of date, incomplete, irrelevant or misleading or if we receive a request to correct the information we will take reasonable steps to correct the information where possible.

If we correct information previously disclosed, we will take reasonable steps to notify the entity to which we disclosed the information of the correction where relevant.

When we do not or are not able to make corrections to personal information we will provide reasons for our refusal or inability to make the corrections.

If we have informed an individual of our refusal or inability to make a correction to personal information we can provide the individuals personal information on record if requested to providing it meets our APP 12 guidelines - Access to personal information

Further Information

You may request further information about the way we manage your personal information by contacting us on 03 9832 0818 or by email to info@rpptalentmanagement.com.au with attention to the RPR Privacy Compliance Officer.