

1. What is this policy about?

This policy is intended to provide a transparent overview of how we handle your personal information. The policy sets-out information that will help you understand how we comply with important obligations under the *Privacy Act 1988* (Cth), including the Australian Privacy Principles (APPs). In particular, this policy addresses:

- The kinds of personal information that may be collected.
- How personal information is collected and handled.
- The purpose for which Western Sydney Airport (“WSA”) collects, holds, uses and discloses personal information.
- Whether WSA is likely to disclose personal information to overseas recipients.
- How you can access your personal information.
- How you can correct an issue with your personal information.
- How you can complain about a breach of the Australian Privacy Principles.

2. Who needs to read this policy?

This policy applies to everyone at WSA, including Directors, leaders, employees, secondees and volunteers, as well as contractors and consultants at WSA workplaces. It also applies to those individuals applying for employment at WSA.

3. What kind of information may be collected?

The types of information WSA may collect and hold includes:

- Your personal and contact details including (but not limited to) date of birth, residential address, postal address, email address and telephone numbers.
- Gender.
- Nationality, race and ethnicity.
- Citizenship or residency status.
- Primary place of residence.
- Whether you are of Aboriginal or Torres Strait Islander origin.
- Employment history.
- Referee and emergency contact details.
- Resumes and job applications.

- Employment contracts, and other records relating to employment and contractor engagement.
- Salary and leave records.
- Superannuation, taxation and banking details.
- Medical certificates and health related information.
- Information relating to training and performance.

4. How is your information collected and handled?

WSA will always carefully consider whether it is necessary to collect and hold personal information in order to properly carry out its operations.

WSA may collect your personal information in a variety of ways. Typically, WSA collects personal information from you directly. For example, this may be in circumstances where you provide personal information during a job-application, during the onboarding process, through payroll or enrolling in benefits or services.

Other times WSA may collect your personal information from other persons such as leaders, supervisors, recruitment agents, and previous employers. WSA will collect information from a third party when it is unreasonable or impracticable to collect it from you directly, or when you have given us permission to do so (for example when you supply us with details of employment referees).

Some of the information WSA collects may be sensitive information. WSA will only collect sensitive information with your consent and will endeavour to ensure that it only collects sensitive information where the information is reasonably necessary for, or related to, one or more of WSA's functions or activities.

5. For what purpose is your personal information collected and handled?

WSA collects and handles information for the purposes of properly managing all of its people, operations and business affairs. This includes:

- Recruitment and contracting.
- Facilitating communications and interactions with you, including (but not limited to) responding to your queries or complaints.
- Maintaining a relationship with you.
- Achieving our workforce targets/initiatives (local employment, diversity and learning workers).
- Reporting obligations to the Australian government.
- Ensuring you are provided your proper entitlements such as salary, superannuation and leave.
- Where WSA reasonably requires information for a particular function or activity of WSA.

- Investigating, managing, responding to or defending any claims made against or involving WSA.
- Complying with our legal obligations, including but not limited to those under Australian law.
- Any secondary purpose incidental to these purposes.

6. Disclosure

WSA may disclose personal information for the purpose for which it was collected. We will not sell your personal information.

WSA may disclose personal information to third parties such as contractors, professional advisors and service providers that perform services for or on behalf of WSA, where the provision of the personal information is required to deliver those services.

We will only disclose personal information for other purposes if you consent, if the disclosure is required or authorised by or under an Australian law or a court / tribunal order, or otherwise in accordance with the Privacy Act. This may include disclosures that are required to meet legal requirements.

WSA will only disclose personal information to an overseas third party if you consent or if the disclosure is authorised or required by law.

7. Accessing and correcting personal information

WSA will take reasonable steps to ensure the personal information WSA collects, holds and discloses is correct and complete.

You may request access to your personal information held by WSA. You may also request WSA correct any personal information that you believe is inaccurate, out of date or incomplete.

You can make an access or correction request by speaking with your leader if you are employed at WSA, or by emailing privacy@wsaco.com.au “**Attention Privacy Officer**” or writing to WSA at the following address:

**WSA Co Ltd
Attention: Privacy Officer
PO Box 397
LIVERPOOL NSW 1871**

Not all employment records are subject to the APPs, and an access or correction request may be refused in certain circumstances under the Privacy Act. We will notify you and provide reasons for any refusal decision.

8. How can you make a complaint?

If you are a WSA employee, we encourage you to speak to your leader. Alternatively, you may email privacy@wsaco.com.au or write to the Privacy Officer at the address listed above.

9. Destruction of personal information

WSA will take reasonable steps to destroy or de-identify the personal information when it is no longer needed, in accordance with our obligations with respect to Commonwealth Records, under the Archives Act 1983 (Cth) and the Australian Government Administrative Functions Disposal Authority.

10. Third Party Practices

This Policy does not address, and we are not responsible for, the privacy, information or practices of any third parties, including but not limited to any third party operating any site to which we provide a link on our website. WSA is not responsible for the collection, storage, security, usage and disclosure policies and practices of other organisations.

11. Your obligations

You are obligated to provide accurate personal information to WSA in a timely manner as and when required. Further, if you provide WSA with any personal information about your referees, you must ensure that they are aware you have provided their personal information to us.

12. Further Information

Any person who requires assistance in understanding this Policy should first consult their leader or supervisor (employees and contractors) or recruitment contact (prospective employees and contractors).

Document control

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