



AeroPM Data Privacy Policy

V1.0

As a mandatory requirement of the Australian Privacy Policy Principles (APP) guidelines, under the Privacy Act 1988 (Privacy Act), the AeroPM Data Privacy Policy explains how AeroPM handles the personal information of its employees. The contents of this policy are as follows:

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Name and Contact Details

Company name	Aero PM Pty Ltd
Company ABN	18 601 473 894
Website	www.aeropm.net
Phone	02 5100 7594
Email	admin@aeropm.net

Chief Executive Commitment Statement

1. AeroPM is highly committed to protecting the personal information of our employees. We enable this protection by conducting frequent backups of employee data and technology drives, frequent AeroPM cyber audits and updating passwords every 45 days. We value the security and privacy of every piece of employee data we obtain and treat it with upmost protection.

Type of Information Collected

2. Personal employee information collected by AeroPM includes only that information necessary for recruitment and employment related purposes. This information collected by AeroPM for these purposes is identified in Annex A.

How Information is collected

3. **Personal Data.** Information represented at points 1-6 in Annex A are collected through BambooHR, AeroPM's online portal for Human Resources. Part of this information is obtained through the recruitment process, whilst the rest of the information is obtained during the onboarding process and updated from time-to-time by either the employee or AeroPM on-the-business staff.

4. **Certificates.** Evidence of qualifications and training certificates are collected via email, or original documents are scanned in the AeroPM office.

5. **Identity Confirmation Data.** Information represented at Point 7 in Annex A is provided by the employee directly to administration staff via email during the recruitment process. The information collected at Point 7 in Annex A is selected by the employee according to the table provided at Attachment 1.

6. **Criminal History Data.** Information represented at Point 8 in Annex A is obtained through a third party (Identity Bear) via email.



Where information is stored

7. Access to information for the on-the-business team is granted on a “need to know” policy.
8. There are four locations where personal information is stored:
 - a. **BambooHR.** Within each employee’s personal file. Only the employee, Executive and key members of the on-the-business team can access.
 - b. **OneDrive.** Within each employee’s personal file. Only the employee, Executive and key members of the on-the-business team can access.
 - c. **Company email repositories.** Within the Executive and key members of the on-the-business team email repositories. Only accessible by email inbox owner.
 - d. **Back-up files.** Each of the above storage locations is backed-up in accordance with AeroPM IT policies. Only the Executive have access to these back-up files.
9. AeroPM policy dictate that printed copies of personal information are shredded upon completion of use.

Why is Information collected and how is it used and disclosed?

10. **Recruitment Information.** AeroPM had developed a recruitment process (G.5.2_AeroPM Recruitment Process) to screen potential candidates against selection criteria. In conducting these screening activities, potential candidates must prove their identity, provide evidence against their achievements, and disclose any criminal findings. This information is collected, reviewed, and stored by AeroPM in BambooHR during the recruitment stage and retained for the duration of the individual’s employment with AeroPM. Recruitment information is used internally to AeroPM, within the constructs of the AeroPM recruitment process, and not divulged to outside parties.
11. **Employment Information.** As a responsible employer, AeroPM is required to obtain and store personal data to aid in the employment of each employee. AeroPM only obtains information necessary to carry out our duties in relation to disclosing identify and contact information, coordinating payroll and super payments, and to obtain roles through our clients for our employees where a subset of personal information is provided in the form of a CV to the client to demonstrate that the employee is fit-for-purpose for that specific role. These AeroPM CVs are approved be each employee prior to the CV being provided to the client.



How employees can access or correct their personal information

12. Employees can access and update any of their personal information stored in BambooHR (points 1-6 within Annex A) at any time through their personal login. Should employees need access to any documentation mentioned in point 7 or 8, they can contact one of the AeroPM admin team staff members to update or correct their details.

How to lodge a complaint regarding the handling of personal information

13. A formal complaint regarding the handling of personal information by AeroPM is to be provided via email to the AeroPM General Manager.

How complaints are handled

14. Once a complaint is received by the AeroPM General Manager, a complaint will be handled in accordance with the AeroPM issue management framework (G.2.3_AeroPM Employee Issue Management Process).

Likelihood of disclosing personal information outside Australia

15. The likelihood of AeroPM disclosing personal information outside of Australia is assessed as VERY LOW.



Annex A – Personal Employee Information

1. Personal particulars:
 - a. Name
 - b. Address
 - c. Birth date
 - d. Age
 - e. Gender
 - f. Marital status
 - g. Allergies
 - h. Bank account details
2. Contact details:
 - a. Phone number
 - b. Personal email address
3. COVID Vaccination status
4. Job particulars:
 - a. Security clearance
 - b. Additional employment status
 - c. Reserve service status
 - d. Qualifications
5. Emergency contact details:
 - a. Name of contact
 - b. Relationship to contact
 - c. Phone number
 - d. Email address
 - e. Address
6. Dependents
7. Documentation:
 - a. 100 points identity check
8. Police Check

Attachment A

PROOF OF IDENTITY and RIGHT TO WORK IN AUSTRALIA

100 POINT IDENTIFICATION CHECK

The following Documents are acceptable as the **Proof of Identity** and you must provide enough identification to reach 100 points.

The documentation must also prove the **Right to Work in Australia** as well so you must provide one of the 70 point items and one document with a photograph.

- Original documents only permitted.
- Only one document in each category counts towards the 100 points target.

Points	Item
70	Birth certificate or original extract
70	Citizenship certificate
70	Passport with photograph (current or expired within the preceding 2 years but not cancelled)
25	Bills (e.g. electricity, gas, telephone, etc) one per institution issue only
25	Credit/Debit/ATM cards – count 25 points for each
25	Electoral roll
40	ID card (with photograph or signature)
25	- Public Service employee
40	- Employment (not Public Service)
40	- Tertiary education
40	- Other – sealed in plastic – Government issue
40	Licence (with photograph)
25	- Sealed in plastic – Government issue (e.g. Drivers, Shooters)
25	- Paper – government issue (e.g. Interim Drivers)
25	- Other (e.g. International/Foreign Drivers)
25	Marriage certificate
25	Medicare card
25	Membership card
25	- Club
25	- Union/Professional/Trade association
25	- Library/Video library
25	Rates notices – water, sewerage, council, etc
25	Registration certificate (e.g. car, boat, etc)
35	Securities
35	- Mortgage document (letter of lien)
35	- Certificate of title, etc
40	Social Security/Pension card
25	Telephone directory – must telephone to confirm and speak with signatory
40	Written reference from:
35	- Referee identification
35	- Previous or current employer within last 2 years
25	- Other referee (e.g. landlord, rental agent, etc)
25	Other acceptable document that verifies name and address or signature

At least one document must contain a photograph.