

SIGMA AEROSPACE WORKFORCE PRIVACY POLICY

Sigma Aerospace Workforce Pty Ltd and its related entities (together "Sigma Aerospace Workforce", "Sigma", "we", "our", "us") are committed to protecting the privacy and security of your personal information. This Privacy Policy explains how we manage personal information in accordance with the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) ("Privacy Act").

Other terms that may apply to you include:

- any privacy terms in our contractual terms and conditions; and
- any collection notices or privacy statements provided at the time your personal information is collected.

Sigma Aerospace Workforce provides specialist aviation recruitment, labour-hire, and workforce management services to airlines, maintenance organisations, and other aviation businesses in Australia and overseas. Accordingly, we may need to transfer your personal information to jurisdictions in which we or our clients operate – for example New Zealand, Papua New Guinea, the United Arab Emirates, or Singapore. Where we disclose information offshore we will do so in accordance with the Privacy Act and will take reasonable steps to ensure it is handled securely and in a manner consistent with Australian privacy laws.

THIS PRIVACY POLICY OUTLINES

- the kinds of personal information we collect;
- how we collect, use, hold, and disclose personal information;
- the purposes for which we use and disclose personal information;
- how you may access the personal information we hold about you and seek its correction;
- how you may complain about a breach of privacy and how we will deal with such a complaint.

WHAT IS PERSONAL INFORMATION?

"Personal information" means information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information is true or not and whether it is recorded in material form or not.

WHAT IS SENSITIVE INFORMATION?

"Sensitive information" is a sub-category of personal information that includes, for example, health information and criminal records. Sensitive information is afforded a higher level of protection under the Privacy Act.

WHAT PERSONAL INFORMATION DO WE COLLECT AND HOLD?

The personal information we collect will depend on your relationship with Sigma (for example, candidate, employee, contractor, or client) and may include:

- identification and contact details (name, address, phone, email, date of birth);
- employment history, qualifications, references, licences and endorsements (including CASA Part 66 licences, ASIC, DG, and human-factors certificates);
- immigration and work-rights documentation (e.g. passport, visa);
- security clearance or background-check information;
- results of medicals or drug and alcohol testing required under aviation regulations;
- emergency-contact details;
- banking, taxation, and superannuation details required for payroll;
- any other information you choose to supply to us.

We may also collect sensitive information such as health information (e.g. CASA Class 1 or Class 2 medical certificates or results of fit-for-work assessments) and criminal-history information where relevant to a safety-sensitive aviation environment. We will only collect sensitive information with your consent or where otherwise permitted by law.

HOW WE COLLECT AND HOLD YOUR PERSONAL INFORMATION

Where reasonable and practicable we collect personal information directly from you, including when you:

- submit a résumé or an online application form;
- attend an interview or complete a skills or aptitude assessment;
- provide information to us in relation to an assignment, placement, or employment contract; or
- communicate with us by telephone, email, social media, or in person.

We may also collect information from third parties such as:

- referees and previous employers;
- training organisations and licensing bodies (e.g. CASA);
- medical practitioners or testing facilities conducting pre-employment or continuing fit-for-work assessments;
- background-check providers, security-clearance agencies, and regulatory authorities;
- clients to whom you are assigned.

Information is stored in secure electronic databases and, where necessary, in controlled paper files. Access is restricted to authorised personnel and protected by industry-standard security measures.

HOW AND WHY WE USE YOUR PERSONAL INFORMATION

We use personal information for purposes including:

- assessing your suitability for actual or potential work placements;
- verifying qualifications, licences, and work entitlements;
- arranging payroll, insurance, travel, and other administrative services;
- monitoring performance, training requirements, and workplace safety;
- managing any complaint, incident, or statutory compliance obligation;
- marketing our services to you (unless you tell us not to);
- conducting research, benchmarking, and service development (in de-identified form where practicable).

DISCLOSURE OF PERSONAL INFORMATION

We may disclose your personal information to:

- prospective and actual employers, host organisations, and clients;
- referees you have nominated;
- medical, allied health, or drug-testing providers engaged to assess fitness for work;
- government departments, regulators (e.g. CASA), law-enforcement agencies, or workers compensation authorities;
- our professional advisers, insurers, IT and cloud-service providers;
- any party to whom all or part of our assets or business is transferred;
- any person to whom you authorise us to disclose your information or where we are required or permitted by law.

OVERSEAS DISCLOSURE

Some recipients listed above may be located outside Australia. Before disclosing personal information internationally we will take reasonable steps to ensure the recipient handles the information in a manner consistent with the APPs.

STORAGE AND SECURITY

We maintain physical, electronic, and procedural safeguards to protect personal information from misuse, interference, loss, unauthorised access, modification, or disclosure. We retain personal information only for as long as necessary to fulfil the purposes for which it was collected or as required by law, after which it is securely destroyed or de-identified.

ACCESS AND CORRECTION

You may request access to, or correction of, the personal information we hold about you by contacting our Privacy Officer (details below). We may require verification of identity and may charge a reasonable fee to cover administrative costs. In limited

circumstances permitted by law we may refuse access; if we do, we will provide written reasons.

COMPLAINTS

If you believe we have breached your privacy rights please contact our Privacy Officer. We will acknowledge your complaint within seven days and aim to resolve the issue within 30 business days. If you are dissatisfied with our response you may refer the matter to the Office of the Australian Information Commissioner (www.oaic.gov.au).

WHAT WE WILL NOT DO

- Sigma Aerospace Workforce will never charge candidates a fee for the purpose of finding employment.
- Sigma Aerospace Workforce will not engage in misleading or deceptive conduct, such as advertising a role that does not exist or providing false information about a position.

CHANGES TO THIS POLICY

We may amend this Privacy Policy from time to time. The current version will be available on our website. We encourage you to review the policy periodically.

CONTACT US

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