



Auriga Group Privacy Policy

Purpose and Scope

Auriga Group (Auriga) is committed to protecting the privacy and personal information of our employees, contractors, job applicants, clients, suppliers, business partners, and other individuals with whom we interact. We recognise the importance of handling personal information responsibly and are committed to complying with the *Privacy Act 1988 (Cth)* (Act) and the *Australian Privacy Principles* (APPs).

This Privacy Policy explains how Auriga collects, holds, uses, discloses, stores, and protects personal information in the course of our business operations. It applies to all personal information handled by Auriga, including information relating to current, former, and prospective employees and contractors (including individuals participating in recruitment processes), clients and customers, suppliers and business contacts, and visitors to our workplaces and digital platforms.

This policy applies across all Auriga operations in Australia and to all employees, contractors, consultants, labour hire personnel, and any other persons who handle personal information on behalf of Auriga. Where contractual, client, or legislative requirements impose a higher standard of privacy protection than this policy, the higher standard will apply.

Information we collect

Auriga only collects personal information that is reasonably necessary for our business activities or required by law. Depending on the circumstances, we may collect:

- personal identification details
- contact information
- employment and recruitment information
- qualifications, licences and certifications
- work history and references
- payroll and taxation information
- superannuation details
- health and fitness for work information
- drug and alcohol testing records
- security clearance information
- training and competency records
- incident investigation records
- CCTV or access control records
- information required to provide services to clients.

Customers & Contractors

- Name, contact details, and ABN or company information



- Service history and correspondence
- Payment and billing information

Website & General Inquiries

- Contact form submissions and email correspondence
- Technical data such as IP address and browser type (collected automatically)

How we collect information

Where reasonably practicable, Auriga collects personal information directly. This includes via:

- Employment applications, contracts, and onboarding forms
- Correspondence by email, phone, or post
- The Auriga website and online forms
- In-person interactions and meetings

Auriga may also collect information from third parties, including recruitment agencies, referees, background check providers, licensing authorities, and medical practitioners, where you have consented or were permitted by law.

How we use information

Auriga uses personal information for the following primary purposes:

- Assessing and processing job applications and onboarding new workers
- Managing employment and contractor relationships, including payroll and HR administration
- Meeting obligations under legislation
- Ensuring workplace health, safety, and fitness for duty
- Providing and invoicing for services
- Communicating with customers, suppliers, and other stakeholders
- Complying with legal and regulatory obligations
- Managing and improving our operations

Auriga will only use personal information for a secondary purpose if it is related to the primary purpose, you have consented, or Auriga are permitted to do so by law.

Third Party disclosure

Auriga does not sell, rent, or trade personal information. Auriga may disclose personal information to third parties only where necessary, including:

- Auriga's employees, managers, and authorised staff who require access to perform their duties
- Third-party service providers (e.g. payroll, IT, background check, or medical service providers) engaged under confidentiality obligations



- Government and regulatory bodies, including CASA, ATSB, the ATO, and WorkSafe, as required by law
- Insurers and legal advisers
- Prospective purchasers or investors in the event of a business sale or restructure

Where Auriga engages third-party processors, Auriga takes reasonable steps to ensure they handle personal information in accordance with the APPs.

Marketing and Communications

Auriga may send you information about our services, industry updates, or career opportunities where you have consented or where permitted under the *Spam Act 2003* (Cth).

You may opt out of marketing communications at any time by contacting us using the details in Section 12 or by clicking 'unsubscribe' in any electronic communication.

Data Retention

Auriga retains personal information for as long as necessary to fulfil the purpose for which it was collected, or as required by law. Key retention periods include:

- Employment records: generally 7 years after the employment relationship ends (or longer where required by aviation regulations)
- Recruitment records: generally up to 12 months following conclusion of the recruitment process
- CASA-related records: as required under applicable civil aviation regulations
- Financial records: 7 years in accordance with the *Corporations Act 2001* (Cth)

When personal information is no longer required, Auriga takes reasonable steps to destroy or de-identify it securely.

Security

Auriga takes reasonable steps to protect personal information from misuse, interference, loss, and unauthorised access, modification, or disclosure. Auriga's security measures include:

- Password-protected systems and role-based access controls
- Secure storage of physical records
- Staff training on privacy obligations
- Contractual confidentiality obligations with third-party service providers

In the event of a data breach that is likely to result in serious harm, Auriga will comply with its notifiable data breach obligations under Part IIIC of the Privacy Act, including notifying affected individuals and the Office of the Australian Information Commissioner (**OAIC**) where required.



Your Rights

Under the Privacy Act, you have the right to:

- Request access to the personal information Auriga holds about you
- Request correction of information that is inaccurate, out of date, incomplete, or misleading
- Complain about a breach of the APPs

To make a request or complaint, please contact Auriga using the details below. We will respond within a reasonable time and, in any event, within 30 days of receiving your request.

If you are not satisfied with Auriga's response, you may escalate your complaint to the OAIC at www.oaic.gov.au or by calling 1300 363 992.

Contact Auriga

For all privacy enquiries, requests, or complaints, please contact:

Privacy Officer

Email: HR@auriga.com.au

Website: auriga.com.au