

Event Staffing Australia Pty Ltd Privacy Policy

Who we are

We are Event Staffing Australia Pty Ltd (“ESA”) (ACN: 606 570 727).

What information we collect

ESA collect a range of information – this is broadly classed into a few categories:

All visitors to our websites:

- IP address;
- City/Country you’re visiting from;
- When you visited;
- What you viewed on our website; and
- What browser and device you used to do that.

Staff information:

- Name;
- Date of Birth;
- Contact details (including but not limited to address, telephone number, email address);
- Other such personal information as we deem necessary from time to time to allow us to:
 - o Effectively assess your application to work with us (e.g. a resume);
 - o Roster the most appropriate staff members for our clients to meet their requirements (e.g. accreditation photo, roles of interest to you, past experience);
 - o Complete payroll activities (e.g. your taxation information and bank details); and
 - o Fulfil reporting requirements (both internal and as required by law).

Who accesses your information?

There are three groups of staff that have access to your information:

1. ESA National management and administration staff
These staff are responsible for overall management of the organisation and activities such as payroll and as such require full access to your information.
2. ESA State based management staff
These staff are responsible for on-boarding activities and event rostering at a state based level and as such have access to information on your skill set, past experience and contact details.
3. ESA event team leaders
These staff are on the ground at events as front line team leaders and managers. They have access only to the role you are rostered to and limited contact details (e.g. mobile phone number) so they can make contact regarding the event you are rostered at (for matters such as late changes, no shows etc.)

How we secure your information

1. Your access to this website is secured using HTTPS to keep it secure in transit;
2. We enforce a minimum password standard on all users and encrypt these passwords (i.e. they aren’t stored in “clear text”);
3. We run intrusion detection and prevention software on our servers;

4. We ensure our servers are actively patched for security holes we become aware of (either in our software or software we use);
5. Access to sensitive personal information (your bank details and tax file number) is restricted to team members who all hold a National Police Clearance.

Storage of your information

Your information is stored in databases run and managed by Event Staffing Australia Pty Ltd. For efficiency we may, from time to time, store your data in third party applications for the purposes of conducting payroll and other compliance/legislative activities. By submitting your information to us you acknowledge that this may occur. When we store data with a third party we will ensure it is transmitted to them in a secure and appropriate manner.

Disclosing your information

We cannot stress how much we value your privacy. We will not sell your information to marketers or other such companies. There are times however we will disclose information about you:

1. When required to do so by law; and
2. To our clients, as part of a roster or staffing schedule for an event;

We also reserve the right to provide aggregated statistical data about our staff to clients and potential clients as part of marketing and tendering.

Your rights

You have the right to request information on what information ESA holds on you, and to ensure it is up-to-date.

If you want access to what information we hold on you, to check it is up-to-date or believe we have breached your rights under this privacy policy or the Privacy Act / Australian Privacy Principles you can contact us via email at info@eventstaffingaustralia.com.au or via post addressed to PO Box 733, Como WA 6952