PRISM

Privacy Policy

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CONFIDENTIALITY

This is a proprietary presentation containing confidential information.

In accepting this information, the recipient and/or Company agree that they will not disclose, communicate, or distribute the material to any third party other than those authorised by Prism Human Capital Pty Ltd.

This document remains the property of Prism Human Capital Pty Ltd

ABN 12 656 286 163

Effective Date: October 2026

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1. About this Privacy Policy

Prism Human Capital Pty Ltd (ABN 12 656 286 163), trading as **Arc Avenue** ("Arc Avenue", "we", "our" or "us"), is committed to protecting your privacy and handling personal information responsibly.

This Privacy Policy explains how we collect, use, disclose, store and protect personal information in accordance with the Privacy Act 1988 (Cth), the Australian Privacy Principles (APPs) and any other applicable privacy laws.

This Privacy Policy applies to personal information we collect through our website, in connection with our recruitment, executive search, labour hire and HR consulting services, and through our interactions with candidates, clients, employees, contractors, suppliers and other individuals.

By using our website, applying for employment, engaging our services, or otherwise providing personal information to us, you acknowledge that your information will be handled in accordance with this Privacy Policy.

2. What Personal Information We Collect

The personal information we collect depends on the nature of our relationship with you and may include:

- name, address, telephone number and email address;
- date of birth and identification documents;
- résumé, curriculum vitae and employment history;
- education, qualifications, licences and certifications;
- referee and reference information;
- interview notes and recruitment assessments;
- right to work, visa and citizenship information;
- payroll, taxation and superannuation details where relevant;
- bank account details where required for payment;
- information relating to your employment or contractor engagement;
- correspondence with us;
- information collected through our website; and
- any other information you voluntarily provide.

Where permitted by law, we may also collect sensitive information, including health information, criminal history, Working With Children Checks or other information relevant to employment. Sensitive information will only be collected with your consent or where authorised or required by law.

3. How We Collect Personal Information

We may collect personal information directly from you or from third parties, including through:

- job applications;
- interviews;
- our website;
- recruitment platforms;
- LinkedIn and other professional networking sites;

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- referees;
- clients seeking recruitment services;
- educational institutions;
- background screening providers;
- government agencies; and
- publicly available sources where lawful.

Where we collect personal information about you from a third party, we will do so in accordance with applicable privacy laws.

4. Why We Collect Personal Information

We collect, hold and use personal information for purposes including:

- providing recruitment, executive search, labour hire and HR consulting services;
- assessing suitability for employment opportunities;
- presenting candidates to clients;
- verifying qualifications, references and employment history;
- administering employment and contractor arrangements;
- payroll and remuneration administration;
- complying with legal, regulatory and contractual obligations;
- communicating with candidates, clients and suppliers;
- improving our services and website; and
- any other purpose authorised by law or with your consent.

If you choose not to provide requested personal information, we may be unable to provide some or all of our services, or may be unable to properly consider you for an employment opportunity.

5. Disclosure of Personal Information

We may disclose personal information where reasonably necessary to:

- prospective or existing clients;
- employers or host organisations;
- payroll providers;
- superannuation funds;
- professional advisers;
- information technology providers;
- cloud hosting providers;
- software providers;
- background screening providers;
- insurers;
- government departments;
- regulators;
- law enforcement agencies; or
- any person where disclosure is authorised or required by law.

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We do not sell personal information.

We only disclose personal information where reasonably necessary for the purposes described in this Privacy Policy, with your consent where required, or where otherwise permitted or required by law.

6. Overseas Disclosure

Some of our service providers may store or process personal information outside Australia.

Where overseas disclosure occurs, we take reasonable steps to ensure recipients protect personal information in a manner consistent with Australian privacy laws or otherwise comply with applicable legal requirements.

7. Website, Cookies and Analytics

Our website may use cookies, web beacons and analytics technologies to:

- improve website functionality;
- understand website usage;
- maintain website security; and
- enhance user experience.

Cookies are small files that may be stored on your device when you visit our website. They may help us understand how visitors use our website and improve its functionality and performance.

You may disable cookies through your browser settings. However, doing so may affect the functionality of the website.

Where our website uses third-party analytics or similar technologies, those providers may collect information about your use of our website in accordance with their own privacy policies.

8. Marketing Communications

Where permitted by law, we may send information regarding our services, employment opportunities, industry updates, events and other information that may be relevant to you.

You may opt out of receiving marketing communications at any time by using the unsubscribe facility included in our communications or by contacting us directly.

Opting out of marketing communications will not affect our ability to communicate with you where the communication is necessary for an existing service, employment, contractual or other legitimate relationship.

9. Security of Personal Information

We take reasonable technical, administrative and physical measures to protect personal information against misuse, interference, loss, unauthorised access, modification and disclosure.

Despite these safeguards, no electronic transmission or storage system can be guaranteed to be completely secure.

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To the extent permitted by law, we cannot guarantee the absolute security of information transmitted electronically.

Where we become aware of a data breach involving personal information, we will respond in accordance with our legal obligations, including any applicable requirements under the Notifiable Data Breaches scheme.

10. Retention of Personal Information

We retain personal information only for as long as reasonably necessary to fulfil the purposes for which it was collected, comply with legal obligations, resolve disputes, enforce our agreements or as otherwise required or permitted by law.

When personal information is no longer required, we will securely destroy or de-identify it where practicable and lawful to do so.

11. Access and Correction

You may request access to, or correction of, the personal information we hold about you by contacting us.

We will respond within a reasonable period and may refuse access only where permitted by the Privacy Act 1988 (Cth) or other applicable law.

If you believe that personal information we hold about you is inaccurate, incomplete or out of date, you may ask us to correct it.

12. Privacy Complaints

If you believe we have breached your privacy or the Australian Privacy Principles, you may submit a written complaint to us.

We will investigate your complaint and aim to provide a written response within 30 days.

If you are not satisfied with our response, or if we do not respond within a reasonable period, you may lodge a complaint with the Office of the Australian Information Commissioner (OAIC).

13. Changes to this Privacy Policy

We may amend this Privacy Policy from time to time to reflect changes in legislation, technology or our business practices.

The current version will always be available on our website and will take effect from the date of publication.

14. Contact Us

Prism Human Capital Pty Ltd Trading as Arc Avenue ABN 12 656 286 163

Email: Murray@Prism-HC.com.au

Phone: +61 411 515 147

If you have any questions about this Privacy Policy, wish to access or correct your personal information, or wish to make a privacy complaint, please contact us using the details above.

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