

## 2022/23 Salary Survey Privacy Policy

### Your privacy is imperative

Peopleconnexion respects your organisation's privacy and is committed to protecting the information of your organisation and its employees. Our privacy policy outlines our approach to privacy and how we collect, use, protect and disclose personal information and reflects our commitment to you. It applies to all operations within Peopleconnexion ("Peopleconnexion Recruitment") in Australia, New Zealand and PNG, including visitors to our website.

It is the policy of Peopleconnexion to respect the confidentiality of information and the privacy of individuals. Peopleconnexion are bound by the Australian Privacy Principles (APP) contained in the Privacy Act 1988 (as amended) in Australia; and by the Information Privacy Principles (IPP) contained in the Privacy Act 1993 in New Zealand.

The Peopleconnexion privacy policy will be reviewed and updated from time to time to take account of new laws and technology, changes to our operations and practices and to make sure it remains appropriate to the changing environment. Please regularly check our privacy policy so that you are aware of these updates and changes. Any information we hold

### Information collection, storage and disclosure

To protect your employees' personal information, we ask that you do not include the names of any employee or include any additional identifiable information beyond what has been requested by Peopleconnexion. Should an employee of your organisation already have completed the salary survey and identified themselves, we have an obligation to protect their identity and personal information.

The information provided by you will be collated into a dataset, removing any reference to your organisation or individual employees. This information will be disclosed only in aggregate format, in accordance with relevant privacy legislation. Peopleconnexion will make every effort to ensure individual respondents, or organisations are not identifiable in any way.

The Peopleconnexion salary survey is being administered from our head office in Brisbane, Australia, separately from our recruitment arms in Australia and Papua New Guinea. Information collected from organisations participating in the salary survey is stored separately from Peopleconnexion's recruitment operations and CRM database, and will not be made available to Peopleconnexion employees, clients, candidates, contractors or vendors for recruitment or marketing purposes.

### Management of personal information

At Peopleconnexion, we train our staff to respect the confidentiality of customer information and the privacy of individuals. Peopleconnexion Recruitment regard breaches of your privacy very seriously and any breach will result in disciplinary action being taken, dependent upon severity.



## How do we store and protect personal information?

Safeguarding the privacy of your information is important to us, whether you interact with us personally, by phone, mail, over the internet or other electronic medium. We hold personal information in a combination of secure computer storage facilities (including portable devices such as mobile phones, laptop computers) and paper-based files and other records, and take such steps as are reasonable in the circumstances to protect the personal information we hold from misuse, interference and loss, unauthorised access, modification or disclosure. We may need to maintain records for a significant period of time. However, when we consider information is no longer needed, we will remove any details that will identify you or we will securely destroy the records.

## Intellectual property

The aggregate data collected from the survey will become the intellectual property of Peopleconnexion Recruitment Pty Ltd. Peopleconnexion collects personal information about your organisation, provided by an authorised employee of your organisation, for the purposes of conducting the salary survey and producing a report made available to you for the purposes of internal use and guidance only.

All present and future rights to intellectual property including interventions and improvements, processes, concepts, information, work products, trade marks (whether registered or common law trademarks), patents, designs, copyright, and any corresponding property rights under the laws of any jurisdiction belong to Peopleconnexion Recruitment.

All entries to the survey and any copyright within the entries become and remain the property of Peopleconnexion once submitted, who may publish and/or commercialise analytics or insights pertaining to aggregate information collected during the course of the promotion, at their discretion.

## Integrity

The final salary survey report is intended as a guide only, to be used internally and may not be reproduced or stored in any form without permission from Peopleconnexion, the publisher.

The salary survey is being compiled using data which, to the best of Peopleconnexion's knowledge, is current and correct at the time of collation. We have undertaken reasonable due diligence to ensure the accuracy of the information reported to us, extending from careful questionnaire design intended to protect against false, misleading or otherwise inaccurate information through and data management processes to protect against tampering or falsified information.

The administrators of the survey will undertake best practice data analytics methodologies and publish interpretations reflective of the data provided to Peopleconnexion during the course of the salary survey process. As all information is self-reported by respondents and organisations, please note that we are not able to give a formal warranty as to the accuracy of the information contained within the report or its applicability to specific circumstances.

## Enquiries & Feedback

Submit any feedback to us through our [Contact Us](#) page. Any feedback submitted becomes the property of Peopleconnexion Recruitment. We aim to acknowledge receipt of all enquiries, complaints and feedback within 10 working days, and aim to resolve within 30 working days.



## Our commitment to you

On behalf of the Peopleconnexion management, we the Directors, declare our commitment to maintaining integrity and living out our company values throughout the process of designing, collating, producing and promoting our salary survey.

This survey, being administered from our head office in Brisbane, will remain separate to our recruitment activities in Australia and Papua New Guinea. We are committed to protecting your organisation's and employees' privacy, and the privacy of other organisations and individuals that have participated.

Throughout this process, we will remain transparent about our data and how it is collected, stored and managed; our interpretations of data and relevant methodologies and our sample and its characteristics, while protecting individual information pertaining to respondents and organisations involved.

We look forward to delivering the final report to you and thank you for your participation in this initiative.

Signed on behalf of the Directors,



Kristine Berry,  
Director, Peopleconnexion Recruitment Pty Ltd

