

DISCLOSURE AND AUTHORIZATION

IMPORTANT - PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

AU, NZ & ASIA PRIVACY STATEMENT

First Advantage Australia Pty Ltd [ABN 67 101 863 209] and], First Advantage New Zealand Limited [NZBN 9429034295540] ("First Advantage", "we", "us" or "our") are background screening service providers.

Definitions

In this Privacy Statement and the Privacy Consent, the following definitions apply:

Personal Information has the same meaning as defined in the relevant Privacy Legislation; i.e.: for information subject to the Privacy Act 1988 (AU) the definition is "information or an opinion about an identified individual, or an individual who is reasonably identifiable: (a) whether the information or opinion is true or not; and (b) whether the information or opinion is recorded in a material form or not".

Privacy Legislation means all legislation regulating the collection, use, disclosure, storage or other processing of information relating to or about individuals as processed under this Agreement.

Regulated Person means an individual designated as having a prescribed regulated status or role under a regulatory regime. For example, in Australia, this would be an individual designated as a Responsible Manager or Responsible Person in relation to an Australian Financial Services Licence, Australian Credit Licence and/or a Registrable Superannuation Entity Licence.

Requestor means your prospective or current employer, or contractor of your services that has requested us to conduct background checks and to verify the information you have or may provide in relation to employment, engagement, due diligence or Regulated Person designation with the employer/ contractor.

Sensitive Information has the same meaning as given in the relevant Privacy Legislation (if such a definition is provided), which includes health information, criminal records, membership of a professional or trade organization.

Sources means third party sources of information, including but not limited to, government agencies, law enforcement bodies, publicly available records, public registries, court or tribunal records, insolvency, educational institutions, current and/or previous employers, and regulatory and licensing bodies.

Our Commitment

We recognize the importance of privacy and respect the privacy and confidentiality of the Personal Information you provide to us. We will deal with your Personal Information in accordance with the Privacy Legislation, our policies on privacy and this Privacy Statement (all as amended from time to time).

This Privacy Statement is to be read in conjunction with our Privacy Policy. Should there be any difference between them, the provisions of this Privacy Statement will prevail.

Collecting Information

In this form, you have been asked by the Requestor to provide information regarding your background and/or the employment/engagement request you made to the Requestor.

The Requestor has engaged First Advantage to verify the information and responses you provided by arranging for us to carry out verification checks in order to assist the Requestor to determine your suitability for employment, engagement and/ or Regulated Person designation pursuant to their legal obligations and/or their internal policies.

In order to process and verify your application, the Requestor and First Advantage (through the Requestor or itself directly) will collect your Personal Information (including but not limited to information relating to your background, character and personal reputation) from you and from any third parties you have referred us to. If necessary, we will use some or all the collected Personal Information to collect additional Personal Information from various Sources. First Advantage will report the findings of its investigations to the Requestor via a secure means.

Some of the Personal Information we collect may be Sensitive Information. Any Sensitive Information will be collected and dealt with in accordance with the Privacy Legislation, as it applies to the respective parties.

When we obtain Personal Information and other information from third parties to whom we are referred by you, we will rely on the fact that you have expressly referred First Advantage to them and informed them of the purposes involved in the collection, use and disclosure of the relevant personal or other information.

If you do not provide the Personal Information requested, including, where applicable, Sensitive Information, we will not be able to verify details for your employment, engagement or Regulated Person designation application and, consequently, will not be able to provide verification information to the Requestor.

Verifying Your Work Rights

As part of the verification process, we will use your Personal Information to lodge an enquiry with the immigration department's online visa checking system in order to verify your right to work. By doing so, we will obtain information regarding your visa and work rights (such as your visa class, grant date and expiry date, and your passport number). If you are not entitled to work in the location where you have been offered employment or engagement (as applicable) the immigration department may use the information submitted to locate you.

Use and Disclosure of Your Information

We will use and disclose the information and documentation and any responses you or a third party reference have provided to apply to Sources for verification of the Personal Information and other information you or a third-party reference has provided, and/or to conduct public record searches. Depending on the background checks required by the Requestor and the information you supply in this form, we will also conduct background checks on your employment/engagement history and references, education, professional qualifications, residency, sanctions, immigration status, criminal records, claims, judgments, insolvency, current and previous directorships, character, personal reputation, and conduct such other checks and enquiries as the Requestor considers necessary to verify information provided by you in your employment/engagement application.

The Personal Information you provide and any other Personal Information provided by Sources as a result of the verification process will be processed and provided by us to the Requestor, who may then use this information to consider your suitability for employment, engagement, Regulated Person designation or a change in level of responsibility, or to determine if further verification or investigation is necessary. If you are currently or subsequently employed/ engaged, this information will become part of your employment/engagement records. If you are offered employment/engagement with the Requestor, we may be requested to obtain an employment/engagement report or investigative report in connection with subsequent employment/engagement decisions.

We may, from time to time, need to retain Personal Information collected from you and the Sources to comply with our contractual, statutory or other legal obligations even after the employment/engagement application process is completed or terminated.

Overseas Transfers of Personal Information

First Advantage uses various secure computer systems located in various global locations to hold Personal Information and other information collected as part of providing the background check services to the Requestor. First Advantage employees located overseas will undertake various components of the background check. As a result, we will transfer your Personal Information to wholly owned First Advantage affiliates located overseas, most commonly in Australia, Canada, India, New Zealand, the Philippines, the U.S.A or the United Kingdom, always pursuant to data transfer agreements and protocol for purposes including data storage, administrative purposes (creating internal and external reports, invoicing and trends in data), and operational and/or processing purposes in connection with the preparation of an employment or investigative report to the Requestor.

Your Personal Information (including Sensitive Information) will also be disclosed to third party references and Sources outside your country of current residence and/or work, if needed for the purposes of completing the background check to which you are consenting. For example, if a Source is located in another country or if you lived in another country, we may disclose your Personal Information to Sources in the respective countries. In these situations, these Sources are overseas entities and therefore may not be regulated by the same Privacy Legislation that applies in your current home or work location. By providing this consent, you consent to the disclosure of your Personal Information to the relevant Sources as recipients outside of your current home or work location, on the basis that you will not be able to seek redress under the Privacy Legislation against First Advantage regarding any issues involved with those overseas activities. If these Sources engage in any act or practice that contravenes relevant data privacy laws in their respective

countries, you will have the ability to seek redress under applicable data privacy laws relating to those overseas locations.

Access and Correction of Information

If you wish to obtain access to your Personal Information which is held by us, you may apply for access by contacting the Privacy Officer at the contact details set out in this Privacy Statement. Certain additional terms and conditions may be applicable to provide you with access to your personal data, for example, requiring proof of identification in the form of government issued photo identification, prior to providing you access to your Personal Information. We will handle requests for access to your Personal Information in accordance with the Privacy Legislation. However, in some circumstances set out in the Privacy Legislation, we may not be required to give you access to the information we hold about you.

It is important to us that the Personal Information we hold about you is accurate, complete and up to date. If you are aware that this is not the case and would like to correct your Personal Information, you may lodge a correction request by contacting the Privacy Officer at the contact details listed in this Privacy Statement. First Advantage will deal with correction requests in accordance with the Privacy Legislation. If applicable, we will also direct you to the source of the information for correction.

Our Privacy Policy contains further information on how you may access the Personal Information that we hold about you and seek correction of that information.

If you have a complaint about the way First Advantage has dealt with your Personal Information, or you would like a copy of the Privacy Policy, please contact our Privacy Officer at:

The Privacy Officer
First Advantage
PO Box R1783
Royal Exchange NSW 1225
Australia
Tel: +61 2 9017 4300 (AU)
Tel: +64 9 438 5232 (NZ)
Email: privacy.sapac@fadv.com

Details of our Privacy Policy are also available at <http://fadv.com/Privacy-Policy.aspx>. If you are not satisfied with the outcome of a complaint, you may refer the matter to the relevant Privacy Commissioner, a number of which are set out on the Appendix to this Privacy Statement.

APPENDIX PRIVACY COMMISSIONERS

Australia	Website: www.privacy.gov.au Email: enquiries@oaic.gov.au Telephone: 1300 363 992 or +61 2 9284 9749
Hong Kong	Website: https://www.pcpd.org.hk Email: complaints@pcpd.org.hk Fax: 2877 7026
Japan	Website: https://www.ppc.go.jp/en/ Telephone: +81-(0)3-6457-9680 Address: Kasumigaseki Common Gate West Tower 32nd Floor, 3-2-1, Kasumigaseki, Chiyoda-ku, Tokyo, 100-0013, Japan
Malaysia	Website: http://www.pdp.gov.my Email: webmaster@pdp.gov.my Telephone: 03 8000 8000
New Zealand	Website: www.privacy.org.nz Email: enquiries@privacy.org.nz Telephone: 0800 803 909 or +64 4 474 7590
Philippines	Website: https://www.privacy.gov.ph/complaints-main/ Address: 5th Floor Delegation Building, PICC Complex, Roxas Boulevard Telephone: (02)5659623

Singapore	Website: https://www.pdpc.gov.sg/Individuals/Complaints-and-Reviews/Report-a-Personal-Data-Protection-Concern/Personal-Data-Protection-Complaint
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PRIVACY CONSENT AND AUTHORISATION

Declaration: I

(Enter your full, legal name, as per your identification document in BLOCK Letters)

authorise the Requestor, First Advantage, and any of its/their related entities and affiliates, and any persons or organisations acting on its/their behalf to take steps to verify the information and documentation presented in my application. I also authorise First Advantage to make use of my Personal Information to conduct an enquiry of the immigration department's online visa checking system in order to verify my right to work in the relevant location.

I acknowledge and agree that this process involves the Requestor, First Advantage, and any of its/their related entities and affiliates, and any persons or organizations acting on its/their behalf collecting, using and/or disclosing, and retaining my Personal Information (including, where relevant, Sensitive Information) in the manner described in the Privacy Statement above and that my consent covers data processing, use and storage in other locations, including the EU. I consent to the Requestor, First Advantage, and any of its/their related entities and affiliates, and any persons or organizations acting on its/their behalf to collect Personal Information about me that is Sensitive Information. I acknowledge that I have read and agree to the contents of the Privacy Statement.

I also acknowledge and agree that First Advantage will be using some of its related entities and affiliates to process this request and that my Personal Information (including Sensitive Information) will be provided to them in order to carry out my background search.

I acknowledge and agree that First Advantage will disclose my Personal Information to Sources in the process of providing the services contemplated in the Privacy Statement that may be located overseas. These sources may include wholly owned affiliates of First Advantage located in Australia, Canada, India, New Zealand, the Philippines, the United Kingdom, the USA, and other countries. First Advantage may share information with these affiliates according to data transfer agreements and applicable privacy laws.

First Advantage or its affiliates may also need to share some Personal Information with Sources that are not affiliated with or related to First Advantage in order to provide the services. These Sources may be located overseas and therefore regulated by different privacy legislation. First Advantage will only provide the required Personal Information necessary to provide the services and on the basis of the consent and authorisation provided in this document. In these situations, and due to their overseas location, First Advantage will not be required to take steps to ensure those recipients do not breach local privacy principles that may otherwise be applicable. I consent to the disclosure of my Personal Information to these Sources in overseas countries. I also consent to First Advantage retaining Personal Information collected from me and the Sources to comply with their contractual, statutory or other legal obligations, even after the employment/engagement application process is completed or terminated.

Please sign: _____

Date: _____ (DD/MM/YYYY)

If you are under 18 years of age, please provide consent below from a PARENT/GUARDIAN

Parent/Guardian – Please Print Full Name: _____

Parent/Guardian – Please Sign: _____ **DD/MM/YYYY:** _____