



FILLABLE FORM
MILLS-TP-0123 · V1.0

POLICY & CONSENT · READ AND ACCEPT

Privacy Policy, Collection Statement & Consent

How Mills Recruitment collects, uses, stores and discloses your personal information, what rights you have, and the consent we need from you — please read this in full before you sign.

ITEM	DETAIL
Applies to	All employees, fixed term and casual or temporary workers, and independent contractors and freelancers engaged or placed by Mills Recruitment in Australia, New Zealand, Singapore, Malaysia or the Philippines
Owner	Recruitment Operations
Version	1.0
Last reviewed	3 September 2026
Next review due	3 September 2027

Bringing Great People Together

TRUST · INTEGRITY · RESPECT · AUTHENTICITY

millsrecruitment.com
Uncontrolled when printed

SECTION 01

Purpose & Scope

Mills Recruitment ("Mills", "we", "us") collects and handles personal information about you to assess your suitability for employment or engagement, and to place and support you in work with our clients ("Host Employers"). This document explains what personal information we collect, why, how we use, store and disclose it, and what rights you have over it — and records the consent we need from you.

It applies to everyone Mills employs or engages — permanent employees, fixed term contractors, casual and temporary workers, and independent contractors and freelancers — wherever you are based across our operating countries: Australia, New Zealand, Singapore, Malaysia and the Philippines. If you are placed or perform work in a country not listed here, we will handle your personal information in line with that country's data protection law as well as the principles in this document.

Most of the information described in this document is collected and used because it is necessary to consider you for a role, to employ or engage you, or because the law requires it — that happens regardless of consent, in the same way it would for any employer. Separately, for certain information — in particular sensitive information — the law requires us to ask for your specific consent, which section 10 asks you to give. If you do not provide the information we ask for, we may not be able to progress your application, employ or place you, or meet our legal obligations; we'll tell you if a particular item is optional.

Please read this whole document before you sign the consent in section 10.

SECTION 02

What Personal Information We Collect

To assess your suitability and manage your employment or engagement, we collect information such as your:

- contact and identity details (name, date of birth, residential address, phone number, email);
- work history, qualifications, licences and referee details;
- visa, citizenship or work rights documentation;
- bank, tax and superannuation or retirement fund details, for payroll;
- emergency contact details;
- health, medical or disability information relevant to the role, and workers' compensation or insurance information; and
- other information we are required to collect under employment, immigration, tax, work health and safety, or anti-discrimination law in your country.

Sensitive information

Some of the information above is "sensitive information" under privacy law — health and medical information, racial or ethnic origin, religious beliefs, sexual orientation, union membership, biometric data, and criminal history. We only collect, use or disclose sensitive information with your specific consent, or where the law requires or permits it — for example, a work health and safety obligation, or a police or criminal record check that a role requires.

SECTION 03

Why We Collect, Use and Disclose Your Information

Why we collect and use it

- Assess your suitability for a role and facilitate your placement with a Host Employer
- Verify your identity, qualifications, references and work rights
- Meet our legal obligations (tax, immigration, work health and safety, anti-discrimination)
- Manage payroll, contract administration, and insurance or workers' compensation processes
- Manage health and safety risks, including at a Host Employer's site
- Carry out background, reference or police checks, with your consent where required
- Contact your emergency contact if needed
- Support electronic onboarding and other digital transactions
- Provide references about you if you ask us to, with your consent

Who we may disclose it to

- Host Employers and clients considering you for a role
- Referees and former employers
- Background check and screening providers, with your consent
- Government and regulatory authorities (for example immigration, tax, work health and safety, law enforcement)
- Insurers and workers' compensation schemes
- Our legal, compliance and IT service providers
- Your emergency contacts or authorised representatives
- Anyone else we are required or authorised by law to disclose to

IMPORTANT

We only disclose your personal information for the purposes set out in this document. We do not sell your personal information.

SECTION 04

Legal Requirements by Country

The specific laws that require or govern our collection of your information depend on where you are engaged or placed. This table summarises the key legislation, regulator, and privacy officer requirements in each of our operating countries — it is not an exhaustive list of every law that may apply.

COUNTRY	KEY LEGISLATION	REGULATOR	PRIVACY / DPO REQUIREMENT
Australia	Privacy Act 1988 (Cth) and the Australian Privacy Principles; Fair Work Act 2009; Migration Act 1958; state and territory WHS laws	Office of the Australian Information Commissioner (OAIC)	No statutory requirement to appoint a DPO; Mills' Privacy Officer (section 9) is our designated contact. Employee records held for employment purposes may fall under the Privacy Act's employee records exemption — this does not extend to job applicants or independent contractors.
New Zealand	Privacy Act 2020 (13 Information Privacy Principles); Employment Relations Act 2000; Immigration Act 2009; Health and Safety at Work Act 2015	Office of the Privacy Commissioner	Mandatory — every agency must designate a Privacy Officer (s.201).
Singapore	Personal Data Protection Act 2012 (PDPA); Employment Act 1968	Personal Data Protection Commission (PDPC)	Mandatory — a Data Protection Officer with publicly available contact details must be appointed and registered with the PDPC.
Malaysia	Personal Data Protection Act 2010, as amended by the Personal Data Protection (Amendment) Act 2024 (in force from 1 June 2025); Employment Act 1955	Department of Personal Data Protection (JPDP)	Mandatory for data users meeting prescribed thresholds (for example large scale or sensitive data processing) — the DPO must be registered with JPDP and publicly contactable.
Philippines	Data Privacy Act of 2012 (RA 10173) and its Implementing Rules; Labor Code of the Philippines	National Privacy Commission (NPC)	A Data Protection Officer (or, below the NPC's processing volume threshold, a Compliance Officer for Privacy) must be designated for organisations processing sensitive personal information at scale.

NOTE

These requirements change from time to time — Malaysia's DPO and breach notification rules, for example, only took effect from 1 June 2025. Ask our Privacy Officer if you'd like to confirm the current position for your country.

SECTION 05

Overseas Disclosure of Your Information

Because Mills places people with clients across borders, your information may be disclosed to a Host Employer, a related Mills entity, or a service provider in a country other than the one where you were engaged. The countries we're likely to disclose your information to are Australia, New Zealand, Singapore, Malaysia and the Philippines — wherever our operations and your placement take us — and any other country your specific role or placement requires.

Before we disclose your information overseas, we take reasonable steps to satisfy ourselves that the recipient will protect it consistently with this document and applicable law, including through contractual protections. We only disclose your information overseas for the purposes described in section 3, and section 10 asks for your specific consent to this.

SECTION 06

Storage, Security and Retention

We store your information in physical records and in secure cloud based systems and recruitment platforms, with access limited to people who need it to do their job. We use reasonable technical and organisational measures to protect it against misuse, loss, unauthorised access, modification or disclosure.

We keep your information only as long as we need it for the purposes in this document or to meet our legal obligations — for example, employment records must generally be kept for several years under local law — after which it is securely destroyed or de-identified.

SECTION 07

Data Breach Notification

If we become aware that your personal information has been accessed, disclosed or lost without authorisation, we assess the risk of harm and, where the law requires, notify the relevant regulator and you within that country's required timeframe, for example:

- Australia — the OAIC and affected individuals, as soon as practicable, for an "eligible data breach" likely to result in serious harm;
- New Zealand — the Privacy Commissioner and affected individuals, as soon as practicable, for a breach that has caused or is likely to cause serious harm;
- Singapore — the PDPC within 3 calendar days of assessing a breach as notifiable, and affected individuals as soon as practicable;
- Malaysia — the JPD within 72 hours of becoming aware, and affected individuals within 7 days, where significant harm is likely; and
- Philippines — the NPC and affected individuals without undue delay, where sensitive information likely to enable identity fraud has been compromised.

SECTION 08

Your Rights

Subject to some legal exceptions, you have the following rights over the personal information we hold about you. Contact our Privacy Officer (section 9) to exercise any of them.

- Access or correct the personal information we hold about you — a nominal fee may apply to an access request;
- Withdraw any consent you've given us in section 10, at any time — this may affect our ability to progress your application, employ, place or continue engaging you, where the information is legally or contractually necessary for your role; and
- Ask questions or raise a concern about how we handle your information, and receive a response from us.

If you're not satisfied with our response, you can complain to the privacy regulator in your country:

COUNTRY	REGULATOR	WEBSITE
Australia	Office of the Australian Information Commissioner (OAIC)	oaic.gov.au
New Zealand	Office of the Privacy Commissioner	privacy.org.nz
Singapore	Personal Data Protection Commission (PDPC)	pdpc.gov.sg
Malaysia	Department of Personal Data Protection (JPDP)	pdp.gov.my
Philippines	National Privacy Commission (NPC)	privacy.gov.ph

SECTION 09

Roles & Responsibilities

ROLE	RESPONSIBILITY
Privacy Officer (the Director)	Overall accountability for this document and the consents it records; primary contact for access, correction and complaint requests; oversees our response to any data breach.
Recruitment consultants	Collect only the information needed for a role or placement; only use and disclose it for the purposes in this document.
In-country Data Protection Officer or Compliance Officer for Privacy (Singapore, Malaysia, Philippines, where appointed)	Local regulatory point of contact and registration; supports the Privacy Officer with in-country compliance obligations.

SECTION 10

Your Consent

Please complete and sign this section. It records your consent separately from the notice given in sections 1 to 9, so that your consent to the specific, sensitive items below is clear and freely given — not bundled into a single blanket tick.

FULL NAME

RESIDENTIAL ADDRESS

I confirm that I have read and understood this Privacy Policy, Collection Statement and Consent, and I voluntarily consent to:

- personal information about me being collected, used, disclosed and held by Mills Recruitment, in both physical and electronic records, as described in this document; and
- Mills Recruitment engaging in electronic transactions with me — for example, digital onboarding or e-signing — for these purposes.

SPECIFIC CONSENT — SENSITIVE AND OPTIONAL ITEMS

These items involve sensitive information or overseas disclosure, so the law requires us to ask for your consent to each one specifically. Tick each box you agree to:

- ☐ I consent to Mills Recruitment collecting, using and disclosing sensitive information about me (such as health or medical information, criminal history, or biometric data) as described in section 2, where relevant to my role.
- ☐ I consent to Mills Recruitment carrying out background checks relevant to my role or country — for example, reference checks, police or criminal record checks, or (in Australia) VEVO work rights checks.
- ☐ I consent to my personal and sensitive information being disclosed overseas — including to Host Employers or related parties in Australia, New Zealand, Singapore, Malaysia or the Philippines — as described in section 5.

You can withdraw any of these consents at any time by contacting our Privacy Officer (section 9) — see section 8 for what withdrawing may mean for your employment or placement.

- ☐ I declare that, to the best of my knowledge, the information I have provided to Mills Recruitment — including in this document, my application, resume or CV and any onboarding forms — is true and accurate.

IMPORTANT

Giving false or misleading information, or leaving out something material, can mean an offer of employment is withdrawn or, if you have already started, your employment or engagement may be ended. Incomplete or inaccurate answers about your medical history can also affect your ability to claim workers' compensation.

SIGNATURE

DATE

SECTION 11

Support & Escalation

If you have a question about this document or how we handle your personal information, contact:

THE DIRECTOR / PRIVACY OFFICER

Darryl Mills, CEO

Mills Recruitment

darryl@millsrecruitment.com · 0448 941 832

Normal contact hours 8am to 5pm, Monday to Friday (Australian Western Standard Time)

If a dedicated in-country Data Protection Officer is appointed for Singapore, Malaysia or the Philippines, their contact details will be added here.

SECTION 12

Version History

VERSION	DATE	AUTHOR	CHANGE
1.0	3 Sep 2026	Samantha Ruddy	New combined Privacy Policy, Collection Statement and Consent, replacing the equivalent section of the Mills-TP-0005 Personal Details form. Built as a collection notice plus explicit, itemised consent — general processing is notice based, while sensitive information, background checks and overseas disclosure require separate, specific, opt-in consent with a right to withdraw. Added Legal Requirements by Country, Overseas Disclosure and Data Breach Notification sections; updated Malaysia's legal reference to the Personal Data Protection (Amendment) Act 2024.

APPROVED BY

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