

# Global Privacy Notice and Authorisation

Please read the form carefully, and then sign the following declaration.



Your prospective or current employer, or principal to whom you or your company provides services (hereinafter referred to as “we” or “us”) has engaged AIM Screening Pty Ltd. and its parent, affiliates, and subsidiary companies around the world (hereinafter referred to as “Sterling RISQ”) to conduct background screening services before and during employment, volunteer, tenancy, or other contractual relationships. You can find the complete information about how Sterling RISQ handles and protects your personal information and how to contact Sterling RISQ [here](#).

Background screening services include collection and verification of some or all of the following types of information, depending on the services ordered by us, to produce a report with information about your personal, educational, and professional background:

- Address, contact information and address history
- Criminal, police, or court records\*
- Driving records
- Education history
- Eligibility to work
- Employment or volunteering history, including fiduciary or directorship responsibilities
- Financial history, including credit history, bankruptcy, and financial judgments\*
- Gap activities, including travel
- Health information, including drug tests\*
- Identity, including identifying numbers and identity documents\*
- Inclusion on watch or sanctions lists\*
- Membership, registration, or disciplinary action with regulatory or professional bodies
- Mentions in online or print media
- Other people’s opinions about your performance or character
- Social media activity

**We may collect some personal information that is sensitive or subject to special protections** under the law where you reside. These are denoted with an asterisk (\*) in the list above. A complete list of the **types and sources of personal information** we and Sterling RISQ may collect to carry out these services are listed [here](#). Some of these checks can only be carried out for specific roles or in certain countries. To understand exactly which types of personal information will be collected in your case, how they will be used, and the reasons for collecting sensitive personal information, if applicable, contact us.

Your personal information is collected and processed based on one or more of the following:

- It is necessary for us to carry out obligations in our contract with you.
- It is necessary for us to establish, manage or terminate an employment or other contractual relationship with you.
- It is necessary for us to comply with our obligations under employment or other laws.
- We have legitimate interests to do so, taking into consideration your rights. Our legitimate interests may include one or more of the following:
  - Ensuring the reliability of employees and contractors
  - Protection of our workers, property, and reputation
  - Compliance with foreign laws
  - Compliance with contractual obligations
- We have your consent.
- It is otherwise permitted by law.

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Sterling RISQ may **share your personal information with third parties** to validate its accuracy or obtain specialized services, such as data storage or translation services. Information about how Sterling RISQ may share your personal information can be found [here](#). When Sterling RISQ verifies your personal information with third parties, it may communicate by phone, email, fax, or direct internet connection, depending on the requirements of the third party.

Sterling RISQ **will retain your personal information** until we instruct them to delete it. Retention periods are determined based on applicable laws and our business requirements. To understand how long we and Sterling RISQ may retain your personal information, contact us.

Sterling RISQ **stores personal information in Singapore**. Sterling RISQ also **processes personal information in Australia, Singapore, Malaysia, Hong Kong, China, India, and the Philippines**. For details of Sterling RISQ's affiliates in other countries, see the list of legal entities found [here](#). Sterling RISQ will handle and protect your personal information in the same way, and in accordance with the laws that apply to your personal information, wherever it is processed. Sterling RISQ may also share your personal information with third parties in other countries to collect or translate information, such as your educational qualifications or employment history, from countries or regions where you have lived, worked, or studied. Where there are legal restrictions on transfers of personal information, these transfers are done based on one or more of the following:

- Regulators have decided that personal information will be adequately protected in the country to which it is transferred.
- We have signed contractual clauses with Sterling RISQ that are deemed by the relevant authority to ensure adequate protection of personal information.
- We have your consent for us to transfer your personal information outside of your country of residence.
- The transfers are otherwise permitted by law.

You can find more information about international transfers of personal information [here](#).

**You may have legal rights** concerning how we or Sterling RISQ handle your personal information, including rights to access, correct or delete your personal information, have it sent to another organization, restrict or object to its processing or complain to a regulator about how it is handled. You can find information about these rights [here](#). To exercise these rights, contact us or Sterling RISQ.

Providing your information to Sterling RISQ is voluntary. If your personal information is collected based on your consent, you may also withdraw that consent. If you choose not to provide your personal information, or if you withdraw consent, Sterling RISQ will not be able to complete services on our behalf. To understand the consequences of deciding not to provide your personal information, contact us.

If you wish to obtain details of your personal information which is held or collected by Sterling RISQ, please forward your request in writing to: The Privacy Officer, Sterling RISQ, Level 20, 1 Market Street Sydney NSW 2000, Australia.

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By signing or otherwise making a mark below, you authorize us, Sterling RISQ and Sterling RISQ's service providers to do the following:

- ☒ Collect and process your personal information as described above and [here](#), including collection and processing of sensitive personal information.
- ☒ Share your personal information with, and obtain information from, the following third parties as necessary to carry out the requested services: police, courts, suppliers of court and police information, employers, employment agencies, educational institutions, credit and consumer reporting agencies, government agencies and other public bodies, regulatory or professional bodies, references you provide, other organizations with which you have been associated, and other publicly available print or online sources. You understand that these third parties may be located in countries or regions other than your country of residence, including places where you have previously lived, studied, or worked.
- ☒ Where necessary, act as your agent to share or obtain your personal information when carrying out the services.

**If we have requested an Australian credit report**, by signing the authorization below, you appoint and authorize us (and/or our agents) as your agent to act on your behalf to exercise your rights as access seeker under Part IIIA of the Privacy Act 1988 (Cth) (Privacy Act) to the extent permitted by Privacy Act to request access to your credit information (Credit Information) from DBCC Pty Ltd or other credit reporting body (Credit Reporter) and authorize us to disclose your identification information to the Credit Reporter and authorize the Credit Reporter to collect, use, store and disclose the Information disclosed to the Credit Reporter by us. This authorization releases the Credit Reporter from all liability and responsibility for releasing the Credit Information to us or Sterling RISQ.

You declare that the information you provide to us and to Sterling RISQ is complete and accurate to the best of your knowledge. You understand that we will rely on the information you have provided when making a decision about your relationship with us, and a false statement or omission of facts may disqualify you from, or otherwise affect, your relationship with us.

This authorization is valid for the duration of your relationship with us, to the extent permitted by law.

Signature of Candidate	
Name of Candidate (Please print Full Name)	Angelo Brian SERRANO
Date of Birth (DD/MMM/YYYY)	17/08/1987
Date (DD, MMM, YYYY)	Feb 10, 2023