

PRIVACY POLICY

WML Consultants is committed to protecting your personal information. WML Consultants is bound by the Privacy Act 1988 (Cth) ('Privacy Act'). However, acts done or practices engaged in by WML Consultants are exempt from the Privacy Act, which are directly related to:

- a current or former employment relationship between WML Consultants and you; and
- an employee record held by WML Consultants and relating to you,
- current or former customer relationship between WML Consultants and you.

This policy sets out how WML Consultants manages your personal information.

Collection

WML Consultants may collect and hold personal information about you, including your name, date of birth, gender, address, phone number, facsimile number, email address, next of kin details, bank account details, academic history, employment record, nationality, visa details, passport details, medical history, vaccination status, and health cover details.

Use and disclosure

Generally, WML Consultants only uses and/or discloses personal information about you for the purposes for which it was collected. However, WML Consultants may disclose share personal information to;

- service providers who assist WML Consultants in operating its business; however, these service providers are required to comply with WML Consultants Privacy Policy in how they handle your personal information; service providers such as training institutions, third party auditors, medical and health institutions for employee medicals, certain government agencies (such as the Australian Taxation Office, Fair Work inspectors and Services Australia);
- a purchaser of the assets and operations of WML Consultants business, providing those assets and operations are purchased as a going concern;
- its related entities; and
- in the case of an emergency involving you, your nominated next of kin.

WML Consultants will only collect, use and disclose vaccination status information from employees, if required or authorised by a law that is deemed reasonably necessary to achieve business functions and activities. For example, WML will collect vaccination status information if a public health order or direction requires or authorises WML to collect evidence to verify that an employee is vaccinated before permitting them entry to client facilities e.g. COVID and Q-fever vaccination status.

WML Consultants stores your personal information in different ways, including paper and electronic form. The security of your personal information is important to us. Our company takes all reasonable measures to ensure that your personal information is stored safely to protect it from misuse, loss, unauthorised access, modification or disclosure, including electronic and physical security measures.

Access

You may access personal information WML Consultants holds about you upon making a written request. WML Consultants will endeavour to acknowledge your request within 14 days of its receipt and to provide you with access to the information requested within 30 days. WML Consultants may charge you a reasonable fee for processing your request. WML Consultants may decline a request for access to personal information where, among other things:

- providing access would pose a serious threat to the life or health of an individual;
- providing access would have an unreasonable impact upon the privacy of other individuals;
- the request for access is frivolous or vexatious;
- the information relates to existing or anticipated legal proceedings between WML Consultants and you, and the information would not be accessible by the process of discovery in those proceedings;
- providing access would reveal information about a commercially sensitive decision making process;
- providing access would be unlawful;
- denying access is required or authorised by or under law;
- providing access would be likely to prejudice an investigation of possible unlawful activity; or
- providing access would be likely to prejudice the activities of enforcement bodies.

If, upon receiving access to your personal information or at any other time, you believe the personal information WML Consultants holds about you is inaccurate, incomplete, or out of date, please notify us immediately. The company will take reasonable steps to correct the information so that it is accurate, complete, and up to date.



Simon Maris, CEO
14 July 2025