

## **ACKNOWLEDGMENT AND CONSENT**

Clients intending to use the services of Employee DNA Pty Ltd t/as Employee DNA are required to:

- a. Obtain their employee's consent and/or authority to use that employee's information with Employee DNA;
- b. Hold a privacy policy in compliance with the Privacy Principles.

You will likely already have privacy terms which are provided to your customers and employees, and which are acknowledged. However, Employee DNA may include a use of data broader than that which is currently authorised and/or covered in your current privacy terms.

There are a number of reasons you must obtain an employee's authority to use their information/data with Employee DNA. We suggest some of these are:

1. To comply with your legal obligations with respect to privacy;
2. To comply with licencing obligations/rules;
3. You will be signing a contract with Employee DNA which confirms you have obtained said authority;
4. An employee has a right not to have their information shared where they have not consented to that.

The privacy policy you hold must:

1. Include cyber security policy provisions;
2. Be utilised and available to all officers of your business;
3. Refer to correct statutory obligations;
4. Include a disaster recovery clause.

We recommend you obtain independent legal advice with respect to this, and to how wide your current privacy terms already are.