

Information collected during the recruitment process and during your employment with the Hiway Group will be held securely for the purpose of establishing your suitability, eligibility, qualifications for potential employment with the Hiway Group in accordance with the provisions of the Privacy Act.

Personal information and documentation collected and held may include resumes, academic transcripts, interview notes, reference information, medical information, banking, residential address, contact information and test results. It will primarily be stored electronically on Hiway Group databases and shared with your Manager, Administration, Zero Harm and Human Resources. You may view and amend your personal information at any time.

The Hiway Group will only contact and collect personal information once you have specifically authorised us to do so. During recruitment, we may also disclose the information you supply to us to your referees.

After you accept an offer of employment with Hiway Group, your information will become part of Hiway Groups employee records, to be held in accordance with all applicable laws, your employment agreement and the Hiway Groups Policies (as may be amended from time to time). The Hiway Group takes all reasonable steps to ensure that the personal information we hold is stored in a secure environment protected from unauthorised access, modification or disclosure.

Except where disclosure is necessary to help us process, administer and store your information, the Hiway Group will hold the information you provide in confidence and will not disclose it to third parties, without your consent. All personal information will only be stored for as long as it is relevant.

The Hiway Group may from time to time adopt different record-keeping and information access systems (such as Zero Harm Human Resources databases and web-based intranet systems), which may involve transfer, disclosure and processing of employees' personal information between different jurisdictions, companies, business units and representatives within the Hiway Group. In addition, after you accept an offer of employment with the Hiway Group, if your employment is being transferred within the Hiway Group to a different business unit or group company (or if such a transfer is proposed, such as where you are being considered for a promotion), records held may be shared between the relevant business units and group companies for that purpose.



Christopher Ellis
Chairman of the Board



John Boocock
Managing Director



Peter Metcalfe
Chief Executive