

## PRIVACY POLICY

March 2026

Migas Limited (trading as MIGAS Apprentices & Trainees) and its associated entities, MiTraining Limited and Mi-Recruitment Pty Ltd, respect and are committed to protecting the privacy of the people whose personal information we collect.

MIGAS recognises the trust placed in us by individuals who interact with our organisation and is committed to managing personal information responsibly and transparently.

This Privacy Policy explains how MIGAS collects, uses, discloses and manages personal information in accordance with the Privacy Act 1988 (Cth), including the Australian Privacy Principles (APPs), and the Spam Act 2003 (Cth).

By visiting our website or providing personal information to MIGAS, you acknowledge that you have read and understood this Privacy Policy.

### PERSONAL INFORMATION

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

Examples of personal information include your name, address, contact details and employment history.

Sensitive information is a subset of personal information and may include information about a person's racial or ethnic origin, political opinions, religious beliefs or affiliations, philosophical beliefs, trade union membership, health information or criminal record.

MIGAS will only collect sensitive information with your consent or where otherwise permitted by law.

Where lawful and practicable, individuals may interact with MIGAS anonymously or using a pseudonym. However, in many cases, such as employment applications or apprenticeship services, it will be necessary for us to collect identifying information.

#### What Personal Information We Collect and Why

We collect personal information about individuals including supporters, job applicants, contractors and employees for the purposes of carrying out our business activities.

The types of personal information we commonly collect include:

- Name, gender and date of birth (to help identify you)
- Contact details such as address, phone number and email address
- Job areas of interest
- Resume information, application history, correspondence and other interactions with us
- Previous employer details
- Bank account details (where relevant to employment or payment processing)

We collect this information in order to:

- Assist individuals in finding employment opportunities
- Manage apprenticeship and traineeship placements
- Maintain accurate application and employment records
- Communicate with supporters and job seekers about opportunities and programs
- Provide information about MIGAS activities, events and services
- Support marketing, research and program development

It is your choice how much information you provide to us. However, if you do not provide the information requested, we may not be able to provide you with our services or respond to your enquiry.

## **How We Collect and Hold Personal Information**

Where possible, personal information is collected directly from you.

We may collect personal information through:

- Our website and online forms
- Job applications and recruitment processes
- Training purchases or registrations
- Newsletter subscription forms
- Event registrations
- Emails and telephone communications
- Business cards provided to staff
- Direct contact with MIGAS staff

Whenever we collect personal information, we will identify ourselves and explain why the information is being collected and how it will be used.

If you provide personal information about another individual (for example a parent or guardian providing details about a prospective apprentice or trainee), you must ensure that the individual concerned is aware of this Privacy Statement and consents to the disclosure of their personal information.

## **How We Use and Disclose Personal Information**

MIGAS uses personal information for purposes connected with our business activities, including employment placement, training services, communications and program delivery.

Personal information may be used to:

- Assess employment or apprenticeship applications
- Match candidates with host employers
- Communicate about job opportunities, programs or events
- Provide newsletters, updates and marketing communications
- Conduct research and improve services

MIGAS will not sell, rent or licence personal information to third parties.

However, personal information may be disclosed to:

- Related entities within the MIGAS group

- Host employers and training providers where relevant to employment or training
- Service providers and contractors who assist MIGAS in delivering services
- Professional advisers or consultants
- Government agencies or regulators where required or authorised by law

Where you apply for employment or apprenticeship opportunities through MIGAS, your personal information may be disclosed to prospective host employers or training organisations for the purpose of assessing your suitability for placement.

Where personal information is provided to third parties who assist MIGAS in delivering services, reasonable steps are taken to ensure those organisations handle personal information in accordance with privacy obligations and confidentiality requirements.

### **Disclosure of Personal Information Overseas**

Some third-party service providers used by MIGAS, such as website analytics providers or cloud-based systems, may store or process personal information outside Australia.

Where personal information is disclosed to overseas recipients, MIGAS takes reasonable steps to ensure that those organisations handle personal information in a manner consistent with the Australian Privacy Principles.

### **How We Secure and Store Your Personal Information**

The security of personal information is important to MIGAS.

We take reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification or disclosure.

Most personal information is stored securely in electronic systems, including internal databases and recruitment platforms. Some information may also be stored in physical files where necessary.

Employees are required to comply with confidentiality obligations and internal privacy policies when handling personal information.

MIGAS takes reasonable steps to destroy or de-identify personal information when it is no longer required for the purpose for which it was collected, unless the information must be retained to comply with legal or regulatory requirements.

In the event of a data breach involving personal information that is likely to result in serious harm to individuals, MIGAS will respond in accordance with the Notifiable Data Breaches scheme under the Privacy Act 1988 (Cth). Where required, affected individuals and the Office of the Australian Information Commissioner will be notified and appropriate steps will be taken to mitigate the impact of the breach.

## **WEBSITE AND PRIVACY**

### **Google Analytics**

MIGAS uses Google Analytics to track visits to our website and evaluate its effectiveness.

Information collected may include:

- Number of website visits
- Length of visits

- Pages viewed
- Navigation paths through the website
- Technical capabilities of visitors' devices

These statistics are aggregated and do not identify individual users. For more information, please refer to [Google's Privacy Policy](#).

### **Links to Other Websites**

Our website may contain links to other sites on the Internet. Please be aware that we are not responsible or liable for the privacy practices of such other websites. We encourage our users to be aware when they leave our site to read the privacy statements of each and every website that collects personally identifiable information. You access destination links at your own risk.

### **Cookies**

We make limited use of cookies on our website to improve website functionality.

A cookie is a small message sent from a web server to your web browser and stored as a text file on your device.

Cookies are used only to improve the functionality and usability of the website and are not used to store personal information.

You may configure your web browser to refuse cookies or to notify you when a cookie is sent.

### **Links to Other Websites**

Our website may contain links to other websites. MIGAS is not responsible for the privacy practices of external websites. We encourage users to review the privacy statements of any websites they visit.

## **COPYRIGHT**

Use of the material on this site is not permitted without the express written consent from Migas Limited. Use of material on this website for any purpose must have prior authorisation by MIGAS.

In some cases, the copyright for text or images on this site may be held by someone other than MIGAS. All rights are reserved on such material and permission to use them must be requested from the copyright owner. The source of any such material will be indicated on the relevant sections of the site, along with a more restrictive copyright notice.

Please contact [support@migas.com.au](mailto:support@migas.com.au) for any further information that you may require about using content from this website.

Commercial use or publication of all or any item displayed is strictly prohibited without prior authorisation from MIGAS. Nothing contained herein shall be construed as conferring any licence by Migas Limited to use any item displayed.

## **SPAM AND ELECTRONIC MESSAGING**

Spam is an electronic message that is unsolicited and commercial in nature.

MIGAS complies with the Spam Act 2003 (Cth). We will only send commercial electronic messages where we have consent to do so and where the sender of the message is clearly identified.

MIGAS assures you that:

- Staff are aware of responsibilities relating to electronic communication practices
- We do not use address-harvesting software
- All marketing communications include an unsubscribe option

You may unsubscribe from any MIGAS mailing list at any time using the unsubscribe facility provided in the message or by contacting us directly.

### **Opting Out of Direct Marketing Communications**

MIGAS may use personal information to provide information about employment opportunities, training programs, industry developments, events or other services that may be relevant to you.

We will only send marketing or promotional communications where we have your consent or where it would be reasonably expected based on your relationship with MIGAS.

Where we use your personal information to send marketing communications by post, email or telephone, we will provide you with a clear opportunity to opt out of receiving those communications. All electronic marketing messages will include an unsubscribe facility or instructions on how to opt out.

If you do not wish to receive direct marketing communications from MIGAS, you may opt out at any time by using the unsubscribe option provided in the communication or by contacting us using the details provided below.

### **ACCESS, CORRECTION OR DELETION OF PERSONAL INFORMATION**

MIGAS takes reasonable steps to ensure the personal information we hold is accurate, complete and up to date.

You may request access to personal information we hold about you, or request that it be corrected or updated, by contacting us using the details below.

MIGAS will respond to requests for access or correction in accordance with the Australian Privacy Principles and within a reasonable period of time.

You may also request that we delete personal information we hold about you where it is no longer required for the purpose for which it was collected. MIGAS will consider such requests in accordance with the Privacy Act 1988 (Cth) and any other legal obligations.

To protect your privacy, we may require verification of identity before processing requests.

If we refuse a request for access or correction, we will provide written reasons and information about how you may make a complaint.

### **PRIVACY COMPLAINTS**

If you have a complaint about how MIGAS has handled your personal information, please contact us using the details below.

We aim to resolve minor complaints promptly and will acknowledge and investigate more complex complaints within a reasonable timeframe.

If you are not satisfied with MIGAS's response, you may lodge a complaint with the Office of the Australian Information Commissioner (OAIC).

Further information about lodging a complaint is available at [www.oaic.gov.au](http://www.oaic.gov.au).

## CONTACTING MIGAS

Please contact us if:

- You wish to access or correct your personal information
- You wish to request deletion of personal information
- You have a question about privacy practices
- You wish to make a privacy complaint
- You do not wish to receive communications from us

When contacting us, please provide sufficient information to allow us to verify your identity and respond to your request.

**Phone:** 1300 464 427

**Email:** [support@migas.com.au](mailto:support@migas.com.au)

**Mail:** PO Box 3126 Newstead QLD 4006

## CHANGES TO THIS PRIVACY STATEMENT

MIGAS may update this Privacy Statement from time to time to reflect changes in legislation, technology or business practices.

The most current version will always be available on our website. Continued use of our website or services after changes are published indicates acceptance of the updated Privacy Statement.

## NOTES

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