



Ovee Worker Privacy, Data Collection & Platform Terms of Use Notice

Effective Date: 30 November 2025

This Privacy & Data Collection Notice (“Notice”) applies to all individuals (“you”, “the worker”, “the applicant”) who create an account, register, or otherwise submit personal information through the Ovee platform (“Ovee”, “we”, “our”, “the Platform”).

By creating an account or continuing to use the Platform, you acknowledge that you have read, understood, and agree to the handling of your personal information as described in this Notice.

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1. Purpose of Collection

Ovee collects, uses, and discloses your personal information for the primary purpose of creating, maintaining, and managing your worker profile and facilitating your connection with employers, agencies, and organisations you choose to link with through the Platform.

Personal information is collected to:

- Create your Worker Profile
- Verify your identity, qualifications, and credentials
- Assist you in seeking employment, shifts, or contracting opportunities
- Enable communication between you and organisations you connect with
- Allow organisations to review your suitability for work
- Provide platform features, including messaging, notifications, scheduling, rostering, and support
- Comply with legislative and workplace requirements in Australia

2. Types of Information Collected

Ovee may collect and store the following categories of information:

2.1 Personal and Contact Information

Name, address, date of birth, phone number, email address, and emergency contacts.



2.2 Employment, Work and Compliance Information

- Résumé/CV, work history, skills and qualifications
- Police Checks, WWCC, NDIS Screening, CPR/First Aid, immunisation evidence, right-to-work documents
- Professional registrations (AHPRA or equivalent)
- Availability, service areas, rates, and preferences

2.3 Documents and Attachments

Any documents uploaded by you, including copies of identification, certificates, and licences.

2.4 Platform Activity

Messages, booking information, profile updates, interactions with organisations, and other activity logs.

You may choose which information to upload and which organisations may access it.

3. Storage and Security of Information

- All personal information collected by Ovee is stored **securely on servers located in Australia**.
- Access is strictly controlled and limited to authorised Ovee personnel for operational purposes only.
- Ovee implements industry-standard cybersecurity measures including access controls, authentication safeguards, and routine security monitoring.
- No personal information is transferred or disclosed overseas unless required by law and with your consent.

4. Disclosure of Information to Organisations You Link With

When you choose to “link”, “connect”, “apply” or otherwise make your profile available to an organisation on Ovee:

1. **That organisation will have access to all information displayed on your profile**, including documents you mark as visible or shared.
2. The organisation may **contact you directly through the Platform or using your provided contact details**.
3. The organisation may **share your information internally within their company** for recruitment, onboarding, rostering, HR, and compliance functions.
4. Organisations **cannot** share your information externally without your explicit consent, unless required by law.

You remain responsible for ensuring that any organisation you connect with is one you trust to handle your data appropriately.



5. Private Attachments

If you upload documents and mark them as **Private**:

- They will not be accessible to any organisation unless you specifically grant access.
- Ovee will not disclose or view private documents except where required to support platform functionality or comply with Australian law.

6. Use of Information by Ovee

Ovee will **not** use your personal information for any purpose other than those listed in this Notice without your consent.

Ovee will **never** sell your data.

We will not use your information for marketing without your permission.

Ovee may use aggregated or de-identified data for platform improvement, analytics, and reporting.

7. Your Rights

You have the right to:

- Access the personal information Ovee holds about you
- Request correction of incorrect or outdated information
- Update your profile and change sharing settings at any time
- Disconnect from organisations with immediate effect
- Delete your account, which will remove your personal information from the Platform (subject to legal retention requirements)

Requests can be made via info@ovee.com.au.

8. Mandatory Communications

By creating an account, you consent to receive essential communications related to your profile, employment opportunities, safety, compliance, and platform operations.

9. Consent

By creating an Ovee Worker Profile, you acknowledge and agree that:

- You understand the purposes for which Ovee collects, stores, uses, and discloses your personal information.
- You consent to Ovee handling your information in accordance with this Notice.
- You understand that organisations you connect with may view your information and contact you.



- You understand that any document marked as private will not be shared without your permission.
- You consent to the secure storage of all data within Australia.

If you do not agree to these terms, please do not create an account or provide personal information to Ovee.

10. No Employment Relationship

Ovee acts solely as a digital platform and recruitment facilitation service. Nothing in this Notice, or in your use of the Platform, creates any employment, contractor, agency, partnership, or joint venture relationship between you and Ovee.

Ovee is **not** your employer and is not responsible for payment of wages, superannuation, taxation, leave entitlements, insurance, workplace safety obligations, or any other employment-related benefit.

All employment terms, conditions, responsibilities, and agreements are strictly between you and any organisation with which you engage.

11. Indemnity

To the fullest extent permitted by Australian law, you agree to indemnify and hold harmless Ovee, its directors, employees, contractors, and agents from any claim, loss, liability, damage, cost, or expense (including legal costs) arising from or in connection with:

- Any information you upload, submit, or provide through the Platform
- Any breach of this Notice or applicable law
- Misuse of the Platform, including inappropriate conduct or unauthorised access
- False, misleading, or fraudulent information supplied by you
- Any dispute between you and an organisation you engage with

This indemnity continues after you cease using the Platform.

12. Consent for Compliance Contact

You acknowledge and consent to Ovee contacting you for the purpose of:

- Verifying the authenticity of documents or credentials
- Requesting updated or additional compliance information
- Confirming details required by organisations for recruitment, onboarding, or regulatory obligations
- Communicating issues related to risk, safety, or integrity of your profile

You agree to provide accurate and timely responses to such requests.



13. Activity Logging & Security Clause

For security, audit, fraud prevention, and compliance purposes, Ovee may automatically record and retain information relating to your activity on the Platform, including:

- Login times and IP addresses
- Document uploads and deletions
- Changes to your profile information
- Messaging and communication activity
- Connection or disconnection from organisations

This information may be used to investigate complaints, security breaches, disputes, or unlawful behaviour.

14. Misconduct / Fraud Termination Clause

Ovee reserves the right to suspend or terminate your profile, without prior notice, if:

- You provide false, fraudulent, misleading, or incomplete information
- You upload altered or invalid compliance documents
- You misuse the Platform or engage in unlawful or inappropriate conduct
- You harass, intimidate, or otherwise harm other users
- You fail to comply with this Notice or any applicable Australian law

Where appropriate, Ovee may also report unlawful activity to relevant authorities or regulatory bodies.

15. Third-Party Misuse Disclaimer

Once you share your information with an organisation, they are solely responsible for how they handle it. Ovee does not control or supervise the organisation's use of that information.

16. Recruitment Agency Obligations & Disclosure

As the **Ovee Public Pools** can operate as a recruitment and employment facilitation service, you acknowledge that:

- Ovee may collect, use, and disclose your information for recruitment-related activities, including assessing suitability for roles, conducting screening, verifying credentials, and presenting your information to organisations you choose to connect with.
- Ovee does **not guarantee employment**, placement, or shifts.
- Ovee may be required to retain certain recruitment-related records under Australian employment, workplace, or taxation laws.
- Ovee may contact previous employers, referees, or listed contacts as part of credential verification **with your consent**.



17. Referee and Background Checks

By providing referee details or approving verification requests, you authorise:

- Ovee and any organisation you connect with to contact your referees
- The collection of information about your past employment, performance, or conduct
- Verification of qualifications, right-to-work documents, registrations (including AHPRA), police checks, or compliance certificates where relevant to a role

Such checks will be conducted **only with your consent** and in accordance with Australian privacy legislation.

18. Accuracy and Completeness of Information Provided

You acknowledge and agree that:

- You are solely responsible for ensuring the accuracy, completeness, and truthfulness of information provided in your profile and uploaded documents.
- Ovee is not liable for decisions made by organisations based on inaccurate or altered information submitted by you.

19. Data Retention Requirements

Ovee may retain certain personal information:

- For as long as your account remains active
- For a reasonable time after account deletion, as required to comply with recruitment and employment legislation, taxation obligations, or audit requirements
- To meet any legal requirement preventing the immediate destruction of records

When retention is no longer required, data will be securely destroyed or de-identified.

20. Sharing Information With Third Parties Involved in Recruitment

Depending on the nature of roles you apply for, Ovee may disclose your information to the following **with your consent**:

- Host employers
- Background screening bodies
- Training organisations
- Government agencies (e.g., NDIS Commission, AHPRA, Department of Home Affairs)
- Workplace insurers or health and safety consultants (if required under law)

Disclosure is limited to the minimum information required and always done in accordance with this Notice and legal obligations.



21. Worker Responsibilities as a Platform User

By using the Ovee platform, you agree to:

- Use the platform only for lawful and appropriate purposes
- Not misuse the platform to send false information or impersonate any person
- Maintain secure control of your login credentials
- Notify Ovee immediately of unauthorised access, incorrect information, or concerns about data misuse
- Ensure that any organisation you choose to link with is one you intend to share data with
- You must keep your profile information accurate and up to date at all times and ensure that all compliance documents uploaded to your profile remain current and valid.

Failure to comply may result in suspension or termination of your profile.

22. No Guarantee of Platform Availability / Service Interruptions

Ovee does not warrant that the Platform will be available, uninterrupted, error-free, or free from security vulnerabilities.

Ovee is not liable for any loss arising from service outages, maintenance downtime, technical faults, delays, or failures in data transmission.

You acknowledge that access to the Platform may be suspended or limited for operational reasons.

23. No Responsibility for User-to-User Conduct

Ovee is not responsible for the conduct, actions, or omissions of any user or organisation on the Platform.

Any interactions, agreements, disputes, or communications between you and an organisation occur solely between those parties.

Ovee has no obligation to monitor disputes but may intervene or suspend accounts where misconduct is identified.

24. Intellectual Property & User Licence Clause

All intellectual property in the Platform, including software, branding, layouts, text, graphics, and features, is owned or licensed by Ovee.

You are granted a limited, revocable, non-transferable licence to use the Platform solely for lawful recruitment-related purposes.

You must not copy, reproduce, modify, reverse-engineer, distribute, or misuse any part of the Platform, nor use it for commercial purposes other than seeking work or recruitment engagement.



You must not use bots, automated tools, scraping systems, or data-harvesting technologies to access or extract information from the Platform.

25. Limitation of Liability

To the extent permitted by Australian law, Ovee:

- Is not responsible for the actions of organisations you choose to connect with
- Does not control how those organisations use your information internally
- Is not liable for decisions made by employers, including hiring, rostering, or application outcomes
- Provides the Platform on an “as is” and “as available” basis
- Disclaims liability for loss or damage arising from misuse of your information by third-party organisations once you have consented to share it

This clause protects Ovee from claims made against decisions or actions taken by employers using your profile.

26. Large Language Model (LLM) Processing & AI Features

26.1 Use of External AI Services (Google Gemini)

When you choose to use Ovee’s AI-powered features (including CV optimisation, writing assistance, skills extraction, or profile enhancement tools), you acknowledge and agree that:

1. Ovee may transmit the text content you provide (such as your CV, profile information, or written inputs) to **Google Gemini**, a Large Language Model (LLM) operated by Google, solely for the purpose of generating the AI-assisted output requested by you.
2. Ovee has subscribed to a commercial service tier offered by Google in which:
 - **Your data is not stored by Google** after the request is processed;
 - **Your data is not used to train Google’s models** or improve Google products;
 - **Your data is processed only for the duration of the AI request** and is then discarded by Google’s systems as per their enterprise policy.
3. Ovee does **not** send your private attachments, identity documents, police checks, compliance certificates, or other sensitive documentation to Google. Only the written text or CV content you explicitly input into the AI tool is transmitted.

26.2 Data Protection & Responsibility

- The transmission to Google Gemini occurs securely via encrypted channels.
- Ovee does not permit Google to store, retain, reuse, or access your information beyond the AI request you initiate.



- Ovee is not responsible for the content you choose to include or submit to the AI features and recommends that you avoid entering information you do not wish to be processed by an external AI provider.

26.3 Your Choice to Use or Decline AI Tools

Use of Ovee's AI-driven CV and profile features is **optional**.

If you do not wish for your data to be processed by Google Gemini, you should refrain from using these AI features and instead build or upload your CV manually.

26.4 Further Information About Google Gemini

For more information on how Google processes data, we recommend reviewing Google's documentation at the following link:

<https://ai.google.dev/terms>

(You may copy this link into your browser for detailed information about Google Gemini's privacy and data protection practices.)

26.5 No Ongoing Consent Required for Non-AI Features

Your use of Ovee's AI features **does not** affect or expand your consent for how Ovee processes your data in other parts of the Platform.

Only the text you deliberately submit to the AI tool is transmitted to Google Gemini.

27. Complaints, Disputes, and Contact Details

If you have a concern about:

- How your data has been collected, handled, or disclosed
- How an organisation you linked with has used your information
- A potential breach of this Privacy Notice

You may submit a complaint in writing to:

Ovee Privacy Officer

Email: info@ovee.com.au

We will acknowledge receipt and provide a written response within a reasonable time.

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



28.Changes to This Notice

Ovee may update this Notice from time to time. Revised versions will be made this document and continued use of the Platform constitutes acceptance of the updated Notice.