



Privacy Policy

Our Commitment

Entrust Recruitment Pty Ltd (ACN 645 936 465) (**Company**) is committed to supporting and complying with the *Privacy Act 1988* (Cth) (**Privacy Act**) and Australian Privacy Principles (**APPs**) in the collection, use, access and storage of personal information we obtain as part of our business operations.

Collection of Information

The Company collects personal information in carrying on business, including:

- Information from candidates for employment, such as name, postal address, email address, phone number, age, date of birth, gender, nationality, drivers' licence and passport details;
- References from third parties that may contain personal information; and
- Information from our clients such as name, address and account information.

The Company may also collect sensitive information from candidates as part of or during a recruitment process, such information may include:

- Health information;
- Professional memberships; and
- Criminal history.

We will generally collect personal information and sensitive information directly from a recruitment candidate through a number of different ways, such as:

- Consultation, interviews or resume submissions; and
- Psychological or medical assessment;

We may collect personal information and sensitive information about a recruitment candidate from third parties, such as:

- A nominee referee;
- Former employers and work colleagues; and
- Educational institutions, professional associations or similar bodies.

You have no obligation to provide us with any information we request. If you withhold information as an applicant for recruitment, you may limit our ability to locate and place you in a suitable position.

Use and Disclosure of Information

Entrust Recruitment respects your privacy.

We may use personal information received about you as an applicant for an employment or contractual role to determine your suitability for such role.

We may use and disclose your personal information for a variety of purposes in connection with providing services to you and in relation to our business operations, including disclosure:

- to comply with our legal and contractual obligations;
- to our clients and potential clients who engage us to find a candidate for an employment role;
- to your referees;
- to external online training providers for the purposes of conducting online and safety inductions;
- to our auditors and insurers;
- to your advisors, such as your doctor or solicitor.

We may also need to disclose information to our information technology providers, including those who may host cloud-based storage of our data at any time.

The Company may disclose personal information outside Australia, such as through storage of electronic files abroad. By providing your personal information you agree that the Company is not required to take steps to ensure that the overseas recipient does not breach the APPs and the Company will not breach its obligations under the Privacy Act or APPs.

If you do not want the Company to disclose your personal information overseas, you may withdraw your consent by advising our Privacy Officer in writing.

We will always ask for your consent before we disclose any sensitive information about you to a third party.

Direct marketing

Entrust Recruitment will not use your personal information for direct marketing.

Website Cookies

We may use cookies to personalise and simplify your access to and use of our web site. A “cookie” is a small data file that is downloaded from our website and stored in a text file on your hard drive. The information is made up of a string of letters and numbers which uniquely identifies your computer and any username or password that you may have already registered on our website. Information is also generated and collected whenever a page is accessed on our website that records information such as time, date and specific page. We collect such information for statistical and maintenance purposes that enables us to continually evaluate our website performance. These cookies cannot be used to obtain any other information on you or on your hard drive unless you have already provided such information.

If at any time you do not wish to accept cookies or wish to delete existing cookies, you may manually configure your browser to refuse cookies or you may manually delete existing cookies from your hard drive. However, if you do so, you may not be able to use the full functionality of our website.

Storage and Security

We may collect, disclose and store information received from you in electronic or hard copy form. The Company will use all reasonable endeavours to ensure that:

- It does so securely;
- Access to personal information is limited to Company staff or third parties who reasonably require it; and
- When the information is no longer required, we will destroy it or de-identify it to make it anonymous.

Accessing and Changing your Personal Information

You may request access to personal information we hold about you. Access will be provided within a reasonable time.

The Company takes reasonable steps to ensure that personal information it stores is accurate. If it is not, or you do not wish us to keep it, you can ask us to correct or delete it. Unless personal information is required for administrative or legal reasons, we will take all reasonable steps to meet such requests.

Complaints Resolution

If you have a concern about the Company's collection, use, storage or disclosure of your personal information please contact our Privacy Officer who will investigate and advise you of the outcome as soon as possible.

Amendments to this Privacy Policy

The Company may amend or update this privacy policy from time to time at its discretion.

Contact Us

Our Privacy Officer may be contacted by email at info@entrustrecruitment.com.au.