

Ellington Savage cares about the personal privacy of our candidates, clients and suppliers, and we manage the personal information we receive in accordance with the Privacy Act 1988 and the Australian Privacy Principles (APP). This policy describes how we protect the privacy of personal information we receive.

Why do we collect personal information?

We collect information that we believe is reasonably necessary for us to carry out our recruitment services. You do not have to consent to us collecting your personal information, but this will restrict our ability to provide our services to you.

What candidate information do we collect and hold?

The personal information we collect may include your name, address, contact details, professional qualifications, employment history, and information generally contained in your resume.

We may collect information from third parties. This can include data obtained from trusted suppliers for psychometric or skills testing, and employment and personal history obtained from referees you have provided.

Sensitive information is a special category of personal information, and includes information about your health, religious beliefs, sexual orientation and political affiliations. This information is given a higher level of protection and will not ordinarily be collected by us, and in any case, not without your express permission.

How do we collect and hold our candidates' personal information?

We collect your personal information from you directly - including from your resume, conversations we have with you and responses you make on this website or to marketing material. We may also collect information from referees you have provided, from psychometric tests you have agreed to undertake, and from other trusted sources. We hold your personal information in secure physical and electronic data systems.

What do we do with the candidate information we collect?

We use the information we collect so that we may provide our services to you. The information may be used in connection with:

- Informing you of possible job opportunities;
- Providing you with career guidance;
- Any test or assessment you are required to undergo;
- Our management of any complaint, inquiry or investigation that involves you;
- Our compliance with any direction from an enforcement body or at law;
- Market research and statistical analysis which we use internally;
- Our direct marketing to you.

To whom do we disclose candidate information?

We may disclose your personal information to third parties to enable us to provide our services to you. These include:

- Potential and current employers;
- Our employees and service providers;
- Referees;
- Any person or body that has a lawful entitlement to the information.

How can the information be accessed and corrected?

You may gain access to the personal information that we hold about you. We will ask you to complete an application form verifying your identity and specifying the information you require. We will respond to your application within a reasonable time and in the manner requested, provided it is reasonably practical to do so. We will not charge you for any information you access.

In some circumstances, we may not be able to grant you access to the personal information we hold. This includes occasions where access would interfere with the privacy of others, or would result in a breach of confidentiality or law. We will advise you if this is the case.

If you believe the information we hold about you is incorrect, you may request us to amend it by contacting our Privacy Officer. In some circumstances we may refuse your request, and will advise you in writing of our reasons and the action you may take in response.

You may also ask us to delete your personal information. We will comply with your request subject to our legal requirement to maintain certain records (such as payroll records) for a period of time. We will advise you if we are unable to delete your records for legal or other reasons.

Disclosing information to overseas recipients

We may disclose your personal information to an overseas recipient when providing our services to you. In doing so, we will take all reasonable steps to ensure the overseas recipient treats your personal information in accordance with the APP.

Use of "cookies"

A "cookie" is a small piece of text stored on a user's computer by a web browser. The main purpose of a cookie is to identify a user to personalise their browsing experience. Our website may use cookies for this purpose. If you do not wish to receive cookies, you may set your browser to refuse them. Refusing cookies may impact your ability to access certain parts of our web site.

Information Security

The majority of the personal information we collect is held in electronic form and access is strictly controlled and restricted for use by authorised personnel only.

Contacting our Privacy Officer

You may contact our Privacy Officer by emailing us at mail@ellingtonsavage.com or by calling us on (02) 8234-0200.