

Candidate Privacy Agreement

Profiler Pty Ltd prides itself on integrity, confidentiality and protecting the information provided to it by its candidates and clients. This privacy statement relates to all services provided by Profiler Recruitment Pty Ltd and its website. If you have any questions about how your information is stored or used by Profiler Recruitment, please contact us on ph: 61 3 9699 8298 or info@profilerrecruitment.com.

Our Approach

This Privacy Statement outlines the way Profiler Recruitment Pty Ltd (ACN 11593 4328) and its employees (hereinafter referred to as "Profiler Recruitment" or "We") collects, holds and discloses information about you in connection with possible employment. We may disclose your personal information to our Clients now or in the future for the purpose of placing you in a suitable contract or permanent role and we will retain your information on our file for this purpose.

Profiler Recruitment may amend this Privacy Policy at different times, subject to all relevant privacy laws and regulations in force at the relevant time ('Privacy Laws'). Profiler Recruitment is located in Melbourne, Victoria and is governed by, and adheres to the Privacy Amendment (Private Sector) Act 2000 of the Privacy Act 1988 (Cth), which specifies the 11 National Privacy Principles. Subject to this statement, Profiler Recruitment will not rent, sell, or share any of your personal information with other people, businesses or companies.

More information about the 11 National Privacy Principles can be found on-line at www.privacy.gov.au.

Information Collected by Profiler Recruitment Pty Ltd

Generally, the type of personal information we collect about you is the information included in your application or resume. Where possible we collect your personal information directly from you. Profiler Recruitment may collect information about you, such as your name, contact details, skills, qualifications, nationality, languages spoken, professional association memberships or accreditation's, interests and your employment history and past responsibilities. We may also collect other personal information.

After receipt of your resume or during our interview, we may request additional information including details of referees and references. We may receive information about you, as a result of enquiries we make with former employers, work colleagues, professional associations or registration bodies. We may conduct security checks or receive the results of any tests or examinations. We may also receive performance feedback, any complaint from or about you in the workplace, information about a workplace accident involving you, any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or enquiry in which you are involved. When you attend our office for an interview or participate in a telephone interview with us, we record the information you give us either electronically or manually. Where practicable, the purpose for which we collect personal information and the consequences of not providing it will be made clear at the time of collection.

If you do not supply the information required we may be limited in our ability to locate suitable employment for you and place you in work.

How we use your information

Profiler Recruitment will use the personal information we collect for the purpose described at the time of collection, or otherwise as set out in this Statement. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law.

Generally we will only use and disclose your personal information to:

- establish and maintain your relationship with Profiler Recruitment;
- determine your suitability for actual or potential roles;
- pay you for work completed;
- provide training, performance appraisals or workplace rehabilitation;
- third parties (with your prior consent) who can assist in the process of placing you.

We may also use your personal information to advise you of events that we think may be of interest to you such as newsletters; invitations to seminars or business functions, and general information about Profiler Recruitment (eg change of contact details). If you prefer not to receive this information please advise us.

Disclosure of your information

Profiler Pty Ltd client information is not disclosed to any third party, unless approval has been obtained by you. Profiler Recruitment uses the information you supply to us to place you in suitable employment. The information we collect from you is for the sole purpose of job placement and is strictly confidential. With your consent, we may disclose elements of your personal information to potential employers, clients who may wish to engage your services as a contractor or temporary employee, organisations that conduct tests, referees, a workers compensation body, and suppliers of services to us or our related entities.

Access to your information

You may access the personal information that Profiler Recruitment holds about you unless we are legally authorised to refuse your request. If you wish to change personal information that is out-of date or inaccurate, please contact Profiler Recruitment. After notice from you, we will take reasonable steps to correct any of your information which is inaccurate, incomplete or out of date.

Security

Profiler Recruitment will take reasonable steps to keep secure any personal information which we hold and to keep this information accurate and up to date.

Accuracy of information

The accuracy of Profiler Pty Ltd's information is dependent on what is provided to it at the time. Please contact Profiler Recruitment on ph: 61 3 9699 8298 or info@profilerrecruitment.com if you would like to update any of your personal details.

Website information

Profiler Recruitment records how many people visits its website and from what browser. This information is recorded for statistical purposes only.

Consent to the collection, use and storage of my personal information

By completing and returning this Privacy form you agree to us using and disclosing your information as set out above. This consent to the use and disclosure of your personal information remains valid unless you alter or revoke it by giving notice in writing to the Profiler Recruitment Pty Ltd. Client and candidate information is stored on our database. If you have provided your contact details for the receipt of information and would like your details removed, simply email Profiler Recruitment at info@profilerrecruitment.com.

I _____ have read, understood and accept

This Statement and voluntarily consent to personal and sensitive information about me being collected, used and disclosed

By you as indicated above on ___/___/____.

Signed: _____

Signed for and on behalf of Profiler Recruitment Pty Ltd