



# PRIVACY POLICY

Privacy Policy V1 28.11.18



## Purpose

As part of our compliance with the Australian Privacy Principles under the Privacy Act 1988 (Cth) in Australia, **Hunter Professional Pty Limited ('Hunter')** in Australia requests you to read the following information regarding how we collect your personal and sensitive information and how we maintain, use, store and disclosure of your personal and sensitive information in connection with your possible or actual work placements.

## Collection of Personal Data

Hunter Professional Pty Ltd. collects your personal and sensitive information directly from you. However, often your personal information is collected through the use of Hunter's website or in response to Hunter's printed and online advertisements. Furthermore, there may be occasions when Hunter will source personal information from an external third party, or a publicly available source. In these circumstances, Hunter will take reasonable steps where practicable to inform you that it has collected personal information from the third party.

Third party sources may include but not limited to:

- When Hunter receives the results of any competency or medical test or background checks including credit and criminal record checks;
- When we receive any complaint or other information from or about you in the workplace;
- When we receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you were involved;
- When we receive any information about a workplace accident in which you are involved.

The **type of your personal information** collected by Hunter Professional Pty Ltd will vary on the nature of type of services you request or use and any applicable legal and regulatory obligations. This may include, but is not limited to, collection and use of the following kinds of information:

- Contact information that allows us to communicate with you
- Identification proof(s)
- Professional history, qualifications & references
- Financial information
- Other individuals' information e.g. previous employer & references
- Immigration evidence and information



## Sensitive information

Sensitive information is a special category of personal information under the Australian Act. It is information or opinion about you, including membership of a professional or trade association or membership of a trade union; criminal record; health information, racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, or sexual preferences or practices. As outlined in the Australian Act, sensitive information can, in most cases, only be disclosed with your consent.

## Use of your personal information

Hunter Professional Pty Ltd ('Hunter') collects your personal information so that Hunter may use this information to:

- Assist you in finding or retaining work;
- Assist in your career performance or management;
- Analyse human resource and labour markets;
- Send you marketing communications and information relating to our services which we think may be of interest to you;
- Develop tests and assessments in order to place you in appropriate roles;
- Pay you should you be engaged as an employee or contractor;
- Help in work rehabilitation;
- Our management and resolution of any complaint, inquiry or investigation in which you are involved;
- Any insurance claim or proposal that requires disclosure of your personal or sensitive information;
- Undertaking criminal reference checks and other background checks, including credit checks & working right checks;
- For research, development, business systems and infrastructure testing, and other business purposes to assist us in providing our services to you;
- Directly market recruitment services to you (you have a right to opt-out from receiving direct marketing emails); or
- Provide you with Hunter Professional services.

By accessing Hunter Professional websites and/or submitting your personal information to Hunter through any means, you consent to the use of your information as set out above.



## Disclosure of your personal information

Hunter may use and disclose your personal information to third parties for the purposes it was collected, or for a related or ancillary purpose such as providing you with one of our services. Accordingly, Hunter may disclose your personal information to a number of third parties (located onshore or overseas), including but not limited to:

- prospective or actual employers;
- clients who may wish to engage your services as a contractor or temporary employee;
- Hunter's suppliers or service providers, including (but not limited to) organisations that conduct competency or psychometric tests or payroll processing services on behalf of Hunter;
- your nominated referees;
- any government authority;
- our insurers;
- Hunter employees;
- agencies providing us with specialised, efficient database management and development and storage and, assisting with the provision of marketing communications to you;
- any law enforcement body, including the police; or
- any educational or vocational organisations to the extent necessary to verify your qualifications.

If Hunter discloses personal information to any third party, Hunter will generally require these parties to protect such personal information in the same way that Hunter does.

## Data security and storage

Hunter believes that safeguarding the privacy of your information is important to us, whether you interact with us personally, by phone, mail, over the internet or other electronic medium. We hold personal information in a combination of secure computer storage facilities and other records, and take such steps as are reasonable in the circumstances to protect the personal information we hold from misuse, interference and loss, unauthorised access, modification or disclosure. We may need to maintain records for a significant period of time. However, when we consider information is no longer needed, we will remove any details that will identify you or we will securely destroy the records. You can also contact Hunter Professional to edit, delete or update your personal information via telephone or email.



## Managing your personal information

Hunter staff is trained to respect the confidentiality of customer information and the privacy of individuals. Hunter regard breaches of your privacy very seriously and any breach will result in disciplinary action being taken, dependent upon severity. The director of Hunter Professional will hold the role a Privacy Officer to ensure that our management of personal information is in accordance with this policy and the relevant Privacy Acts. Every individual registering on Hunter's website or applying for Hunter jobs will have right to access, update and correct their personal information.

## General information collected from visitors to our website

We gather information about all our website users collectively, such as what areas users visit more frequently and what services users access the most. We only use such data anonymously and in the aggregate. This information helps us determine what is most beneficial for our users, and how we can continually create a better overall website experience for you.

## Feedback

Hunter website has an area on the site where you can submit feedback. Hunter may use this feedback for marketing purposes, or to contact you for further feedback.

## Changes to this policy

Hunter may change this Policy from time to time for any reason and will update the Policy accordingly.

## Cookies

A 'cookie' is a piece of information that is stored on your computer's hard drive and which records your navigation of a website so that, when you revisit that website, it can present tailored options to you based upon the stored information about your last visit. You can normally alter the settings of your browser to prevent acceptance of cookies.

Cookies are used by nearly all websites and do not harm your system. We use 'cookies' to:

1. monitor site user traffic patterns and site usage. This helps us to understand how our users use our websites so that we can develop and improve the design, layout and functionality of the sites; and
2. to help us to advertise to you jobs we think you will be interested in.



## Privacy Complaints

If you have a privacy related complaint, you may contact the Privacy Officer at the email address set out above. Your email should set out sufficient details of your complaint, including any alleged breach of applicable privacy law.

- The Privacy Officer must consider your complaint and will contact you within 10 working days and aim to resolve the complaint within 30 working days. This may not be possible in all circumstances depending on the contents of the complaint. In this situation, we will respond to your complaint in a reasonable time;
- In the event that the Privacy Officer determines that there has been a breach of this Policy, the Privacy Officer will take appropriate steps to rectify that breach, and will keep you informed of both the nature of the breach and the steps taken to rectify the breach;
- The Privacy Officer will keep a secure record of all complaints;
- If you are not satisfied with our response to your complaint, in Australia you can contact the Australian Information Commissioner (OAIC).

If you are living or looking for work in New South Wales, we are required by law to advise you of the following:

- we must not charge you a fee for the purpose of finding employment;
- we must not engage in misleading or deceptive conduct (such as advertising a position as being available when we know that no such position exists, or knowingly giving misleading information to you about the nature of a position); and
- if you believe that we have acted inappropriately, you may contact the Office of Fair Trading for information on possible action that may be taken.

## Disagreement to the Privacy Policy

If you do not agree to our processing of your data in the manner outlined in the Policy, please do not submit any personal data to us.

## Contacting Hunter Professional Pty Ltd

Please contact our Privacy Officer/ Director at Hunter if you have a request relating to any of the following:

- if you would like to access, or correct, your personal information held by Hunter;
- if you would like your personal information removed from the Hunter database;
- if you would like to opt-out from receiving direct marketing e-mails; or
- any general queries relating to this Policy. You may contact via email: [info@hunterprofessional.com.au](mailto:info@hunterprofessional.com.au)