

PRIVACY POLICY

National Privacy Principles

The National Privacy Principles established by the Privacy Act 1988 apply to Bradman Recruitment Group Pty Ltd trading as Bradman Recruitment, BOSS Recruitment and NGO Recruitment.

Policy

Bradman Recruitment Group Pty Ltd respects each individual's right to personal privacy. This website privacy notice explains our policy for dealing with personal information that we collect through this website.

By accessing or using this website, or forwarding us your resume, you acknowledge and agree to be bound by this privacy notice.

Throughout this notice, we refer to your "personal information" which means information which identifies you as an individual or from which your identity can be reasonably ascertained. Your home address and home telephone number are examples of personal information.

From time to time we will post any changes to this website privacy notice on this website. We therefore encourage you to check this page from time to time.

In addition to the provisions of this website privacy notice, there may also be specific and additional privacy provisions that apply to certain sections of the website. Because those specific and additional provisions also relate to your privacy protection, we recommend that you review them wherever they appear. In the event of any inconsistency between the provisions of this website privacy notice and those other specific and additional provisions, the specific and additional provisions will prevail.

Information Held

Personal information that we collect and hold usually falls into the following categories:

- Candidate Information submitted and obtained from the Candidate and other sources in connection with applications for work;
- any messages or comments you submit to us via the website – for instance via an email;
- Work performance information;
- Information about incidents in the workplace;
- Staff information;
- Information submitted and obtained in relation to absences from work due to leave, illness or other causes;
- Information obtained to assist in managing client and business relationships;

Purposes for which We Hold Personal Information

We primarily hold personal information for the following :

- For the purpose it was collected;
- Placement operations;
- Recruitment;
- To keep in contact with you;
- Staff management;
- Training;
- Client and business relationship management;
- Marketing

We may also use your personal information to keep you informed of our services, events, developments in the law and other matters. If you do not wish to be contacted for those purposes, please contact us by email to privacy@bradmanrecruitment.com. We aim to provide you with information and invitations that we consider may be of interest or relevance to your business.

From time to time our website may offer chats, forums or message boards. Information posted in these venues becomes public knowledge.

Disclosures

We may disclose your personal information for the purposes for which it is primarily held or for a related secondary purpose.

In some cases we may only disclose information with your consent.

We may disclose your personal information where we are under a legal duty to do so, including circumstances where we are under a lawful duty of care to disclose information.

Contractors

We contract out a number of services from time to time. Our contractors may see some of your personal information. Typically our contractors would include:

- I.T. contractors and database designers;

Access

Subject to some exceptions that are set out in the National Privacy Principles, you can gain access to the personal information that we hold about you.

We do refuse access if it would interfere with the privacy rights of other persons or if it breach any confidentiality that attaches to that information.

If you wish to obtain access to your personal information you should contact our Privacy Co-ordinator. You will need to be in a position to verify your identity.

We might impose a moderate charge in providing access. Our Privacy Co-ordinator would discuss these with you.

You should also anticipate that it may take a little time to process your application for access as there may be a need to retrieve information from storage and review information in order to determine what information may be provided.

Security

We use a number of mechanisms to protect the security and integrity of your personal information.

Unfortunately, no data transmission over the internet can be guaranteed as completely secure. So while we strive to protect such information, we cannot ensure or warrant the security of any information you transmit to us and you do so at your own risk.

Once any personal information comes into our possession, we will take reasonable steps to protect that information from misuse and loss and from unauthorised access, modification or disclosure.

Inquiries and Complaints

You can make further inquiries or complaints about our privacy policies to our Privacy Coordinator by email privacy@bradmanrecruitment.com or call (02) 8243 0500

You can also make complaints to the Office of the Federal Privacy Commissioner.