

## Privacy Policy

**OVER 40 Recruitment** understands the importance of privacy to Job Seekers and Employers and we are committed to ensuring the privacy of your personal information. The following statement explains how we manage your personal information in accordance with the Privacy laws.

### How we collect your personal information

**OVER 40 Recruitment** may collect personal information including your application or resume, for example, your name, mailing address, telephone number, e-mail address, work history, details of any competency tests or other information relating to your career. We may also collect other types of personal information, such as references and employment objectives during the course of dealing with you.

Where practical we collect your personal information directly from you. We may collect personal information about you when you deal with us by telephone, letter, fax, or e-mail.

Client information provided is operated as communication-in-confidence.

### How we use your information

**OVER 40 Recruitment** will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your permission, unless authorised or required by law.

Generally we will only use and disclose your personal information to establish and maintain your relationship as a client or candidate of **OVER 40 Recruitment**, including providing you with interviews, newsletters, reports and other information and to provide the services you have requested from **OVER 40 Recruitment**.

- To answer your inquiry, for direct marketing of products or services and to keep you informed of new developments we believe may be of interest to you. If we contact you in this way without obtaining your prior consent, we will provide you with the opportunity to decline any further marketing communications.
- To third parties where we have retained those third parties to assist us to provide the services you have requested, such as psychometric evaluations or other skills tests and, in the case of candidates, to prospective contractors/employers with your prior consent.

### Gaining access to information we hold about you

You can gain access to the personal information we hold about you by written request. We will provide you with access to your personal information within a reasonable time, unless we are legally authorised to refuse your request. We may seek payment for our costs of supplying you with this information.

### Keeping your personal information up-to-date

If you wish to change personal information that is out of date or inaccurate at any time please contact us.

### Security of your personal information

Your personal information may be stored in hardcopy or electronically. We have security procedures in place to protect your personal information. Similar controls are extended to Employers or contractors and client information.

### More information about privacy

For more information about privacy issues in Australia and protecting your privacy, visit the Australian Federal Privacy Commissioners' website [www.privacy.gov.au](http://www.privacy.gov.au) or call Manny Tavares our acting Privacy Officer at **OVER 40 Recruitment Pty Ltd**.