

Privacy Policy

LINKED RECRUITMENT PTY LTD

PRIVACY STATEMENT

The purpose of this Privacy Policy is to outline how we collect, hold, use, disclose, and protect your information, and your rights regarding your data. By accessing or using our website, services, or interacting with us, you consent to the practices described in this policy.

PRIVACY STATEMENT

LinkEd Recruitment Pty Ltd ACN 668 135 939 (referred to as LinkEd Recruitment, we, us or our) is committed to protecting your privacy and the confidentiality of your personal information. We ensure that when dealing with personal information, LinkEd Recruitment is subject to the *Privacy Act 1998* (Cth) (**Privacy Act**)

.PERSONAL INFORMATION COLLECTION AND USE

We collect and use personal information that is relevant to our relationship and the services we provide. This may include your name, contact details, educational background, employment history, and other information necessary for recruitment and placement purposes. We collect a variety of personal information that is reasonably necessary for the purposes of conducting and improving our business, our products and our services. The personal information collected from you includes:

- (a) your name;
- (b) your preferred billing address;
- (c) your place of residence;
- (d) your contact details such as your mobile number, telephone number and email address;
- (e) your gender; and
- (f) your reasons for becoming a client.

Your personal information may be used for the following purposes:

- (a) Connecting you with potential employers or educators in the early childhood education sector.
- (b) Facilitating communication between educators and employers.
- (c) Providing relevant information about our services and opportunities.
- (d) Improving our website and services based on user feedback and behaviour.
- (e) Complying with legal and regulatory requirements.

DISCLOSURE OF PERSONAL INFORMATION

We do not disclose your personal information to any third party, other than those requiring such information for the purposes for which the information was collected. We may disclose your personal information to:

- (a) Prospective and actual employers and educators in the early childhood education sector.
- (b) Our associated companies and partners involved in the recruitment process.
- (c) Service providers such as IT contractors and database designers.
- (d) Regulatory bodies and authorities as required by law.
- (e) As permitted under the Privacy Act
- (f) Any person with a lawful entitlement to access the information.
- (g) Third parties to who you are deemed to reasonably expect that your information would be passed to.

ELECTING TO STOP RECEIVING MARKETING COMMUNICATIONS FROM LINKED RECRUITMENT

If you do not wish to receive direct marketing from us or from third parties engaged by us, please let us know by contacting us at taryn@linkedrecruitment.com.au. You can also unsubscribe from any email communications at any time via the unsubscribe link. By electing not to opt-out we assume that you have given consent to receive similar marketing communications and advertising from us in the future.

DATA SECURITY

We take reasonable measures to protect your personal information from unauthorized access, loss, misuse, interference, unauthorised access, modification, or alteration.

We also take precautions so as to hold personal information securely, whether in electronic or physical form. These steps include secured encrypted servers that are located within Australia, password protection for electronic files, securing paper files in locked cabinets and physical access restrictions.

When no longer required, personal information is destroyed or deleted in a complete and confidential manner.

We also take steps to ensure that the personal information we collect is accurate, up-to-date and complete. These steps include maintaining and updating personal information when we are advised by individuals that their personal information has changed.

We review our information collection, storage and processing practices, including physical security measures, to guard against unauthorized access to our systems.

Notwithstanding that we use our best endeavours to protect all information we collect, we unfortunately cannot guarantee the complete security of the personal information we hold.

ACCESS AND CORRECTION

You have the right to access and correct the personal information we hold about you. If you believe your information is inaccurate, incomplete, or outdated, please contact us at [contact email/phone] to update your details.

RETENTION AND DELETION

We will retain your personal information for as long as necessary to fulfill the purposes outlined in this Privacy Policy, unless a longer retention period is required by law. You have the option to request the deletion of your information from our database at any time by contacting us.

COOKIES AND TRACKING

Cookies are file with small amounts of data, which may include anonymous unique identifies. Cookies are sent to your browser from a web site and stored on your computer's hard drive.

We may use cookies and similar technologies to collect information about your interactions with our website. This helps us improve user experience, analyze website traffic, and personalize content. You can manage cookie preferences through your browser settings. However, if you do not accept cookies, you may not be able to use some features of our site.

WEB BEACONS

Web beacons (also known as clear gifs, pixel tags or web bugs) are tiny graphics with a unique identifier (similar in function to cookies) and are used to track the online movements of web suers or to access cookies.

Unlike cookies which are stored on the user's computer hard drive, web beacons are embedded invisibly on web pages or in an e-mail.

Web beacons may be used to deliver or communicate with cookies, to count users who have visited certain pages and to understand usage patterns.

Like many sites, we use web beacons to collect information which is done in accordance with this policy.

COMPLAINTS

We strive to ensure our compliance with this Policy and to regularly review our practices against it.

If at any time you have a complaint against us regarding our Policy, including a breach of the Privacy Act, we invite you to make a complaint. All complaints made will be dealt with in confidence. We endeavour to respond within 30 days of receipt of a complaint with a resolution or proposed resolution to the issue raised.

Please note that you may also make a complaint to the Office of the Australian Information Commissioner (OAIC) about the handling of your personal information. Information on making a privacy complaint can be found on their website at <http://www.oaic.gov.au/privacy/making-a-privacy-complaint>.

ACCESSING AND UPDATE YOUR PERSONAL INFORMATION

If you are an individual who has provided personal information to us outside of our site you may request access to it at any time. If you wish to obtain access, please send your request by email to us. Depending upon the personal information you seek to access, you may be asked:

- (a) to put your request in writing with evidence of your identity to verify that you are who you say; and/or
- (b) to provide further details to assist us in responding to your request in a timely manner;

We will respond to a request for access to personal information within a reasonable period after the request is made.

UPDATES TO PRIVACY POLICY

We reserve the right to vary this Privacy Policy from time to time without further notice to you to reflect changes in our practices and legal requirements. The most recent version of the policy will be available on

our website. It is your responsibility to check this Privacy Policy periodically to ensure you are aware of any changes made to it.

We will not limit your rights under this Privacy Policy without using our best endeavours to first provide you with written notice.

CONTACT US

If you have any questions, concerns, or requests regarding your personal information or this Privacy Policy, please contact us at:

Email: taryn@linkedrecruitment.com.au Phone: 0473 884 240

Last Updated: 23 August 2023