

Privacy Policy

LINKED RECRUITMENT PTY LTD

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1. About this policy

LinkEd Recruitment Pty Ltd ACN 668 135 939 (“LinkEd Recruitment”, “we”, “us” or “our”) provides recruitment and placement services connecting educators with employers in the early childhood education sector.

We are committed to protecting your privacy and handling personal information responsibly. We handle personal information in accordance with the Privacy Act 1988 (Cth) (Privacy Act) and the Australian Privacy Principles (APPs) contained in that Act.

This policy explains what personal information we collect, why we collect it, how we use and disclose it, how we keep it secure, and how you can access or correct your information or make a complaint.

By providing personal information to us, or using our website and services, you agree to the collection, use and disclosure of that information as described in this policy. Where we collect sensitive information from you, we will seek your specific consent as set out in section 3 below.

2. Personal Information We Collect

The personal information we collect depends on whether you are a candidate/educator, a client (employer or centre), or a visitor to our website. This may include:

- Your name and contact details (email, mobile and/or landline number, residential or postal address);
- Your employment and educational history, qualifications, certifications and professional registrations;
- Resumes, cover letters and references, and information provided by referees;
- Your right to work in Australia, including visa status where relevant;
- Billing and payment details, for clients engaging our services;
- Details of your enquiry or the role/service you are seeking; and
- Information about your use of our website (see section 10, Cookies and Tracking).

We collect personal information directly from you wherever reasonably possible — for example, when you register with us, apply for a role, submit an enquiry, or engage our services. We may also collect personal information from third parties such as referees, previous employers, recruitment platforms, or publicly available professional profiles, where you would reasonably expect us to do so.

3. Sensitive Information

Because we recruit for the early childhood education sector, we may handle sensitive information about candidates, including:

- Working with Children Check (Blue Card) status and related documentation;

- Criminal history or national police check results, where provided to us as part of a client's recruitment process; and
- Health information, where relevant to a role's inherent requirements and provided to us voluntarily.

We only collect sensitive information with your consent, or where otherwise permitted or required by law. Consent is generally obtained at the time you provide the document or information to us — for example, when you email us a copy of your Blue Card for forwarding to a prospective employer.

In most cases, we act as a conduit for Working with Children Check and related compliance documentation: we receive these documents from you and forward them to the relevant client for their own verification and record-keeping purposes. We do not independently verify Blue Card status. We retain a copy of documentation we have forwarded for a limited period for record-keeping purposes (see section 9, Retention and deletion), and apply the same security protections described in section 8 to this category of information.

Reference checks (Referoo)

Where we conduct reference checks as part of assessing your suitability for a role, we use Referoo, a dedicated third-party reference-checking platform. Before contacting any referee, we will seek your consent and confirm which referees you would like us to approach.

Referoo collects referee responses on our behalf and stores them securely. A copy of completed reference checks forms part of your candidate file and is handled in accordance with this policy. Referoo is listed as one of our service providers in section 6 (Disclosure of personal information) below.

4. How We Use Your Personal Information

We use personal information for the following purposes:

- Connecting candidates and educators with prospective employers in the early childhood education sector;
- Assessing candidate suitability for specific roles, including verifying qualifications, employment history and references;
- Facilitating communication between educators and employers throughout the recruitment process;
- Providing information about relevant services, roles and opportunities;
- Invoicing and administering our services to clients;
- Improving our website and services based on feedback and usage; and
- Complying with our legal and regulatory obligations.

5. Automated Decision-Making

We use limited AI-assisted tools for general content and administrative tasks, such as drafting correspondence or job advertisements. We do not use computer programs to make, or substantially assist in making, decisions that could reasonably be expected to significantly affect your rights or interests — for example, whether you are shortlisted, referred or offered a role. All recruitment and shortlisting decisions involve human judgement by our consultants.

If this changes, we will update this policy to describe the kinds of personal information used in any such automated decision-making, the types of decisions involved, and the categories of decisions that may significantly affect your rights or interests, in line with our obligations under the Privacy Act.

6. 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:

- Prospective and actual employers and educators in the early childhood education sector;
- Our associated companies and partners involved in the recruitment process;
- Service providers such as IT contractors, our recruitment platform providers (including Referoo and our applicant tracking system) and database designers;
- Regulatory bodies and authorities as required by law;
- Any other party, as permitted under the Privacy Act;
- Any person with a lawful entitlement to access the information; and
- Other third parties to whom you would reasonably expect us to disclose your information.

7. Marketing Communications

We may send you direct marketing communications about roles, services or industry content relevant to you. You can opt out of receiving marketing communications from us at any time by:

- Contacting us at taryn@linkedrecruitment.com.au; or
- Using the unsubscribe link included in our marketing emails.

If you opt out, we will stop sending you direct marketing communications, other than essential service-related communications (for example, updates about an active application or engagement).

Our marketing emails comply with the Spam Act 2003 (Cth), including a functional unsubscribe facility in every message.

8. Data Security

We take reasonable steps to protect personal information from unauthorised access, loss, misuse, interference, modification or disclosure. These steps include:

- Encrypted, password-protected electronic systems;
- Physical access restrictions and locked storage for any paper records;
- Restricting access to personal information to staff who reasonably need it to perform their role; and
- Regularly reviewing our information handling practices.

While we take reasonable steps to protect personal information, no method of electronic storage or transmission is completely secure, and we cannot guarantee absolute security.

The platforms we use to manage candidate and client information, including our applicant tracking system and Referoo, currently store personal information on servers located within Australia. If we

engage a service provider that stores or accesses personal information overseas, we will take reasonable steps to ensure that information continues to be handled in accordance with the Australian Privacy Principles, and will update this policy to reflect that change.

In the event of a data breach that is likely to result in serious harm, we will comply with our notification obligations under the Privacy Act, including notifying affected individuals and the Office of the Australian Information Commissioner (OAIC) where required.

9. Retention and Deletion

We retain personal information only for as long as necessary to fulfil the purposes described in this policy, or as required by law. Indicative retention periods include:

- Candidate records: retained while you remain an active candidate, and for a reasonable period afterwards in case suitable roles arise, unless you ask us to delete your information sooner;
- Client and billing records: retained as required for our business and tax record-keeping obligations (generally at least 5 years, in line with Australian Taxation Office requirements).

You may request deletion of your personal information at any time by contacting us using the details in section 13. We will action your request unless we are required or permitted by law to retain the information.

10. Cookies and Tracking

Our website may use cookies and similar technologies (including web beacons) to recognise your browser, understand how visitors use our site, and improve your experience. This may include anonymous identifiers used for analytics and site performance purposes.

You can manage or disable cookies through your browser settings. If you disable cookies, some features of our website may not function as intended.

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 users 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.

11. Access and Correction

You have the right to request access to the personal information we hold about you, and to ask us to correct it if you believe it is inaccurate, incomplete or out of date.

To make a request, contact us using the details in section 13. We may ask you to verify your identity and to provide further details to help us respond efficiently. We will respond to access and correction requests within a reasonable period, and in any event within 30 days.

12. Complaints

If you have a concern about how we have handled your personal information, including a possible breach of the Privacy Act, please contact us using the details below. We take all complaints seriously and will treat them confidentially.

We aim to acknowledge complaints promptly and to provide a resolution or proposed resolution within 30 days of receiving your complaint.

If you are not satisfied with our response, you may lodge a complaint with the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au/privacy/privacy-complaints.

13. Contact us

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

Email: taryn@linkedrecruitment.com.au

Phone: 0473 884 240

14. Updates to this policy

We may update this policy from time to time to reflect changes in our practices or legal requirements. The most current version will always be available on our website. We encourage you to review this policy periodically.

We will not materially limit your rights under this policy without first taking reasonable steps to notify you.