

Privacy Policy

LINKED RECRUITMENT PTY LTD

Updated: 29 October 2026 | Replaces version dated 8 July 2026

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 privacy and handling personal information responsibly. Where applicable, we handle personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). This policy explains what information we collect, how we use, disclose, store and protect it, and how individuals may request access, correction or make a complaint.

Providing information or using our services does not remove any rights under privacy law. Where consent is required, we seek it as appropriate.

2. Personal information we collect

The information we collect depends on whether you are a candidate, employer or website visitor. It may include:

- Names, contact details and addresses;
- Employment and education history, qualifications, registrations and professional credentials;
- Resumes, applications, interview notes, preferences, reference-check notes and information supplied by referees;
- Right-to-work and visa information where relevant;
- Client billing and payment information;
- Enquiries, recruitment communications and details of roles or services sought;
- Website usage information described in section 10.

We generally collect information directly from you, including when you apply for a role, register, contact us or engage our services. Where reasonably expected or otherwise permitted, we may obtain information from referees, previous employers, recruitment platforms and publicly available professional profiles. We may also create records of our recruitment conversations and interactions.

3. Sensitive information and reference checks

In our early childhood recruitment work, we may handle sensitive information such as Working with Children Check (Blue Card) documentation, criminal history or police-check information supplied for a recruitment process, and relevant health information voluntarily provided in connection with a role. We collect sensitive information with consent or where otherwise permitted or required by law.

We may receive compliance documents from candidates and forward them to prospective employers for their verification. Unless expressly agreed otherwise, LinkEd Recruitment does not independently verify Blue Card status. Documents retained by us are subject to the safeguards and retention practices in this policy.

Reference checks

We conduct reference checks directly, generally by telephone. Before contacting a referee, we seek the candidate's consent and confirm the referees they authorise us to approach. We may record written notes of the feedback and keep those notes in the candidate's recruitment record. We inform referees of the purpose of the check and that relevant feedback may be shared with prospective employers as part of the recruitment process. We use and disclose reference information only for appropriate recruitment purposes, as authorised or otherwise permitted by law.

4. How we use personal information

We use personal information to:

- Connect candidates with prospective employers and relevant vacancies;
- Assess suitability for roles, including reviewing experience, qualifications and references;
- Communicate with candidates, referees and employers during recruitment;
- Provide relevant roles, services and industry information;
- Administer client engagements, invoicing and business operations;
- Maintain, secure and improve our systems and services;
- Meet legal and regulatory obligations.

5. Artificial intelligence and automated decision-making

We may use AI-assisted or other technology tools for administrative support, including drafting correspondence, preparing job advertisements, organising information and producing draft summaries. Where personal information is processed using such tools, we take reasonable steps to limit disclosures, assess provider arrangements and protect confidentiality.

Our consultants are responsible for assessing candidate suitability and making shortlisting and referral decisions. We do not currently use computer programs to make, or substantially and directly assist in making, recruitment decisions that could reasonably be expected to significantly affect an individual's rights or interests.

If our practices change to involve this kind of automated decision-making, we will update this policy to describe the relevant kinds of personal information and decisions, including decisions made solely by computer programs and decisions substantially and directly assisted by them, as applicable.

6. Disclosure of personal information

We may disclose relevant personal information, as reasonably necessary for the purposes described in this policy, to:

- Prospective and actual employers involved in recruitment;
- Referees and other parties involved in verifying information, with appropriate authority;
- Our applicant tracking system provider, IT contractors and other technology and operational service providers;
- Professional advisers, regulatory authorities and other persons where required or permitted by law;
- Other parties with your consent or where disclosure is otherwise authorised.

We do not sell candidate personal information. We seek to limit information shared with employers and providers to what is appropriate for the relevant purpose.

7. Marketing communications

We may send communications about relevant roles, services or industry information in accordance with applicable marketing laws. You can opt out at any time by contacting taryn@linkedrecruitment.com.au or using the unsubscribe function in an applicable email. Opting out of marketing does not prevent necessary communications about an active application or engagement. We comply with applicable requirements under the Spam Act 2003 (Cth).

8. Data security and overseas disclosures

We take reasonable steps to protect personal information against misuse, interference, loss and unauthorised access, modification or disclosure. These may include password-protected systems, access controls, appropriate electronic security measures, physical safeguards and reviews of information-handling practices.

Our applicant tracking system, JobAdder, stores candidate and client information on servers located in Australia, as confirmed directly with JobAdder. We take reasonable steps to protect personal information against misuse, interference, loss and unauthorised access, modification or disclosure. Australian data storage does not necessarily prevent overseas access or processing by other service providers. Where personal information is disclosed overseas, we take reasonable steps to comply with applicable Australian Privacy Principles and identify relevant overseas locations where required and practicable.

If an eligible data breach occurs, we will comply with applicable notification obligations, including notification to affected individuals and the Office of the Australian Information Commissioner (OAIC) where required.

9. Retention and deletion

We retain information for as long as reasonably needed for recruitment, legitimate business purposes or applicable legal obligations. Candidate records may be kept while a candidate is active and for a reasonable period afterward so relevant opportunities can be considered. Client and financial records may be retained for statutory record-keeping periods, generally at least five years where applicable.

You may request deletion by contacting us. We will consider the request and delete or de-identify information where appropriate, subject to lawful retention requirements or permissions.

10. Cookies and tracking

Our website may use cookies, analytics identifiers and web beacons to understand website use, recognise browsers and improve services. Web beacons are small elements embedded in pages or emails that may help measure visits or engagement. You can manage cookies through your browser, although disabling them may affect some website features.

11. Access and correction

You may request access to personal information we hold about you or ask us to correct inaccurate, incomplete or outdated information. We may verify your identity before responding. We aim to respond within 30 days, or otherwise within a reasonable period as required by law.

12. Complaints

If you are concerned about how we have handled your information, please contact us. We aim to acknowledge complaints promptly and provide a response or proposed resolution within 30 days. If you are dissatisfied, you may contact the OAIC at www.oaic.gov.au/privacy/privacy-complaints.

13. Contact us

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

14. Updates to this policy

We may update this policy to reflect changes in our operations, technology or legal obligations. The latest version will be available on our website. Where appropriate, we will take reasonable steps to notify individuals of material changes.