



## **PRIVACY POLICY AND DISCLOSURE STATEMENT**

### **1. INTRODUCTION**

At Waratah Recruitment Partners (ABN 21 804 008 457) (referred to as “we,” “us,” or “our”), we are committed to protecting the privacy and security of personal information. This Privacy Policy outlines how we collect, use, disclose, and protect personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

By using our services, website, or interacting with us in any way, you agree to the collection, use, and disclosure of your personal information as outlined in this policy.

### **2. WHAT PERSONAL INFORMATION WE COLLECT**

We may collect and hold personal information that is reasonably necessary for us to provide our recruitment services, including but not limited to:

- Name, address, contact details (e.g., phone number and email address)
- Date of birth
- Work experience, qualifications, and employment history
- Résumé, cover letter, and other documents submitted as part of your job application
- References and feedback from employers or colleagues
- Information obtained through interviews, testing, or assessments
- Government-issued identifiers such as tax file numbers, if required by law

We collect this information directly from you, or from third parties such as previous employers, referees, or publicly available sources.

### **3. HOW WE USE PERSONAL INFORMATION**

- The Company will collect personal information if it is reasonably necessary for one or more of its functions or activities.
- The main purposes for which the Company may collect, hold, use and/or disclose personal information may include but are not limited to:
  - recruitment functions;
  - customer service management;
  - training and events;
  - surveys and general research; and
  - Business relationship management.
- The Company may also collect, hold, use and/or disclose personal information if you consent or if required or authorised under law. For example, the Company may be required or authorised to collect your Tax File Number, if you choose to provide it, by the Income Tax Assessment Act 1936 (Cth).
- If you do not allow the Company to collect all or some of the personal information we request, the Company may not be able to achieve its purposes. For example, if you are a Candidate the Company may not be able to locate suitable work for you, or if you are a Client the Company may not be able to provide you with the product or service you are seeking.

#### **4. DISCLOSURE OF PERSONAL INFORMATION**

We may disclose your personal information to:

- Potential employers for the purposes of recruitment and job placement
- Our clients, if you are placed in a temporary or contract position
- Service providers who assist with the operation of our business (e.g., IT service providers, payroll providers, or legal advisors)
- Government agencies and regulatory bodies when required by law

We take reasonable steps to ensure that these third parties handle your personal information in accordance with the Privacy Act 1988 and the APPs.

#### **5. OVERSEAS DISCLOSURE**

Some of the third parties to whom we may disclose your personal information may be located outside of Australia. Where we disclose your personal information overseas, we will take reasonable steps to ensure that the overseas recipient handles your information in accordance with Australian privacy laws.

#### **6. DATA SECURITY**

We are committed to ensuring the security of your personal information. We take reasonable steps to protect your information from misuse, interference, loss, unauthorised access, modification, or disclosure. These steps include implementing appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect.

## **7. DATA RETENTION**

We retain personal information for as long as necessary to fulfill the purposes outlined in this policy, or as required by law.

## **8. ACCESS AND CORRECTION OF PERSONAL INFORMATION**

You have the right to request access to the personal information we hold about you. You also have the right to request correction of any personal information that you believe is inaccurate, incomplete, or out of date.

To access or correct your personal information, please contact us using the contact details provided at the end of this policy. We will respond to your request within a reasonable timeframe.

## **9. COMPLAINTS**

If you believe that we have breached the APPs or mishandled your personal information, you may lodge a complaint with us. We take all privacy complaints seriously and will address them promptly in accordance with our complaints handling procedure.

If you wish to make such a complaint to the Company, you should first contact the Privacy Officer in writing. Your complaint will be dealt with in accordance with the Company's complaints procedure and the Company will provide a response within a reasonable period. Our Privacy Coordinator, whose contact details are [Tom@WaratahRecruitment.com.au](mailto:Tom@WaratahRecruitment.com.au).

## **10. CHANGES TO THIS PRIVACY POLICY**

We may update this Privacy Policy from time to time. Any changes will be effective when the updated policy is posted on our website. We encourage you to review this policy periodically.