

Privacy Policy

Last updated: February 2026

1. Who we are

DINO Talent Solutions PTY LTD ("we", "our", "us") is a sole trader recruitment service based in Sydney NSW, specialising in permanent and contract recruitment across IT and administrative roles.

2. What this policy covers

This Privacy Policy explains how we collect, use, disclose, and safeguard personal information in accordance with the Australian Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

By using our website or submitting information to us, you acknowledge this Privacy Policy.

3. Personal information we collect

We only collect information reasonably necessary to provide recruitment and related services.

From candidates:

- Name
- email address
- phone number
- resume/CV
- employment history
- skills
- work preferences (for example location, availability, salary expectations)
- any other information you choose to submit

From employers/clients

- Name
- company name
- email address
- role requirements
- hiring preferences
- any additional details relevant to recruitment.

We may also collect information about interactions with our website (for example basic analytics) as described in Section 10.

4. How we collect personal information

- When you submit a form through our website
- When you email or contact us directly
- When you upload a resume/CV
- When you communicate with us during the recruitment process

Where reasonable and practicable, we collect personal information directly from you. We do not collect data unnecessarily.

5. How we use personal information

We use personal information to:

- Provide recruitment services to employers/clients and job seekers
- Assess and match candidates with job opportunities
- Communicate with you regarding roles, applications, and enquiries
- Maintain business records and comply with legal obligations
- Improve our services and website experience

We do not sell, rent, or trade personal information.

6. Disclosure and sharing

We may disclose personal information to:

- Potential employers/clients (for candidates) - only where you have given permission/consent or where you have otherwise authorised us to do so (for example, by applying for a specific role through us)
- Candidates relevant to an employer/client's listed role (for employers/clients)
- Service providers who assist us to operate our business (for example website, email, cloud storage, and IT providers)
- Regulators, law enforcement, or other parties where required or authorised by law

When we use service providers, we take reasonable steps to ensure they handle information appropriately.

7. Storage, security, and retention

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

Information may be stored via secure email, resume files provided by you, website form submissions, and cloud-based storage providers.

We keep personal information only for as long as necessary to provide recruitment services and to comply with legal obligations.

As a guide, candidate profiles and resumes are generally retained for up to 12 months after last meaningful contact unless you request earlier deletion, or we are required to retain information by law.

8. Access, correction, and deletion

You may request access to, correction of, or deletion of your personal information at any time, subject to legal requirements.

To make a request, contact us at: info@dinotalents.com.au

9. Complaints

If you have a privacy complaint, please contact us and we will respond within a reasonable timeframe.

If you are not satisfied with our response, you may contact the Office of the Australian Information Commissioner (OAIC).

10. Website analytics and cookies

Our website may use basic cookies or analytics tools to improve functionality and user experience. These tools may collect information such as pages visited and device/browser information.

They do not collect sensitive information unless you voluntarily provide it via a form or email.

11. Third-party links

Our website may contain links to external sites (such as email platforms or job boards). We are not responsible for how those third parties handle your information.

12. Changes to this policy

We may update this Privacy Policy from time to time. Any changes will be published on this page with an updated revision date.

13. Contact us

DINO Talent Solutions PTY LTD
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Email: info@dinotalents.com.au