



## **Privacy Policy**

**Effective Date: 17<sup>th</sup> of December, 2021**

At Taylor Made Employment, we are committed to safeguarding the privacy of our clients, candidates, and all stakeholders involved in our employment agency services. This Privacy Policy outlines how we collect, use, disclose, and protect your personal information, and it also addresses our approach to intellectual property rights associated with our website content, products, and services.

### **1. Collection of Personal Information**

We collect personal information from our clients, candidates, and other stakeholders for the purpose of providing our employment agency services. The information may include, but is not limited to, names, contact details, employment history, and other relevant details. We adhere to the Australian Privacy Principles (APPs) as outlined in the Privacy Act 1988 (Cth) and ensure compliance with international privacy standards where applicable.

### **2. Use of Personal Information**

Personal information collected is used solely for the purpose of facilitating our employment agency services. This includes matching candidates with suitable job opportunities, communicating with clients, and maintaining effective business operations. We do not disclose personal information to third parties unless required by law or with explicit consent.

### **3. Data Security**

We implement industry-standard security measures to protect personal information from unauthorized access, disclosure, alteration, and destruction. Our commitment to data security aligns with the requirements set forth in the Privacy Act and international data protection laws.

### **4. Access and Correction**

Individuals have the right to access and correct their personal information held by Taylor Made Employment. Requests for access or correction should be directed to our Privacy Officer. We will respond to such requests in accordance with the relevant privacy laws.

## **5. Cookies and Tracking**

Our website may use cookies to enhance user experience and collect information about website usage. Users have the option to disable cookies in their web browser settings. By using our website, users consent to the use of cookies in accordance with this policy.

# **Intellectual Property Statement**

## **1. Website Content**

All content on the Taylor Made Employment website, including text, images, graphics, and other materials, is protected by intellectual property laws. Unauthorized reproduction, distribution, or modification of website content is strictly prohibited. Users may only use the content for personal and non-commercial purposes.

## **2. Products and Services**

Our bespoke products and services are proprietary and are protected by intellectual property laws. Any unauthorized use, reproduction, or distribution of our products and services is strictly prohibited. Clients and stakeholders are granted a limited, non-exclusive license to use our products and services as intended.

## **3. Australian and International Laws**

Taylor Made Employment adheres to Australian intellectual property laws, including the Copyright Act 1968 (Cth) and the Trade Marks Act 1995 (Cth). Additionally, we respect international intellectual property laws, including the Berne Convention and the Agreement on Trade-Related Aspects of Intellectual Property Rights (TRIPS).

## **4. Reporting Violations**

If you believe that your intellectual property rights or privacy have been violated on our website, please contact our designated Intellectual Property Officer or Privacy Officer. We will promptly investigate and address any reported violations.

## **Conclusion**

By engaging with Taylor Made Employment's website, products, and services, you agree to the terms outlined in this Privacy Policy and Intellectual Property Statement. We may update

this policy periodically to reflect changes in legislation or our business practices. We encourage users to review this policy regularly for any updates.

For any enquiries, access requests, or concerns regarding privacy or intellectual property, please contact our Privacy Officer on [info@tmemployment.com.au](mailto:info@tmemployment.com.au)